



WORKING FOR US

Westward Housing Group was formed in December 2007 as parent to the subsidiaries Westcountry Housing and Tarka Housing.

Westcountry Housing, based in Torquay, has been in existence since 1965. Tarka Housing, based in Bideford, was formed in 2007 as a result of the stock transfer of Torridge District Council and its housing services employees.

We operate throughout the Devon and Cornwall area and also have responsibility for the delivery of the Homebuy agency services via South West Homes for the whole of the south west region.

We have been an accredited Investors in People organisation since 1998, the whole Group receiving accreditation for the first time in August 2009. We have signed the Skills Pledge which demonstrates our commitment to develop the skills and competencies of our workforce. Our aim is to be an employer of choice.

We employ people in housing services, development and maintenance of properties, financial services, human resources, health and safety, customer and support services, which includes supporting people services.

We are committed to equality and diversity in employment and welcome applications from all sections of the community. Our aim is to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender, race, religion or belief, sexual orientation, or any other irrelevant factor. The recruitment selection criteria and procedures adopted by the Group require that job applicants are selected only on their skills, knowledge and ability.

We are committed to employing people with disabilities and have been accredited as a Disability Symbol employer. If a person makes us aware they are disabled we will ensure that they are offered an interview if they meet the essential criteria for the job role. We will also provide positive support and assistance to aid disabled people through the recruitment and selection process and in their employment. For more information about disability visit www.direct.gov.uk/disability

We work in partnership with local colleges to recruit apprentices wherever possible across the Group.

Westward Housing Group
www.westwardhousing.org.uk
Email: jobs@westwardhousing.org.uk



APPLICATION FOR EMPLOYMENT

ALL INFORMATION GIVEN WILL BE TREATED IN STRICT CONFIDENCE

COMPLETING THE APPLICATION FORM

You should complete all sections of the application form in black ink or typescript. We will only accept a Curriculum Vitae if the application form has been fully completed. Receipt of application forms will not be acknowledged unless specifically requested. Completed applications should be returned before the specified closing date.

If you or someone you know, would like this job application form in large print, on audio tape or CD, in Braille, or translated into another language, please contact the Group Communications Team on 01803 217500 or email info@westwardhousing.org.uk

倘若您或您結識的人需要此“工作申請表”

以 CD 或錄音帶、大字體、盲文格式提供，或

翻譯成另外一種語言，請聯絡我們的公關團隊：01803 217500

或發送電郵至：info@westwardhousing.org.uk

Si vous, ou une personne que vous connaissez, souhaitez obtenir ce « Formulaire de candidature » sur CD, cassette audio, en gros caractères, en braille ou traduit dans une autre langue, contactez notre équipe des communications au 01803 217500 ou par e-mail à info@westwardhousing.org.uk.

Jeśli Ty albo ktoś kogo znacz chciałby mieć ten Formularz - Aplikacja o Pracę na płycie CD, na taśmie audio, dużym drukiem, pismem Braille'a albo przetłumaczonym w innym języku, proszę o kontakt z Managerem ds. Komunikacji pod numerem telefonu 01803 217500 albo drogą mailową info@westwardhousing.org.uk

Se você ou alguém que você conhece desejar este Formulário de Candidatura a Emprego em CD ou cassete áudio, num formato ampliado, em Braille ou traduzido para outra língua, por favor contacte a Equipa de Comunicações (Communications Team) através do número 01803 217500, ou por e-mail, para info@westwardhousing.org.uk

POSITION DETAILS

Post applied for:

Location:

Where did you hear about this vacancy?

Newspaper please specify:

Website please specify:

Other please specify:

PERSONAL DETAILS

Title: Surname:

First names (in full): Prefer to be known as:

Home tel no: Mobile tel no:

E-mail address:

Work telephone no. May we contact you at work? Yes No

Home address:

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..... Post code:

Do you need a permit for employment in the UK? Yes No

If yes, do you have one? Yes No Work permit/reg no:

If short-listed for an interview, are there any adjustments/support that are necessary in order for you to be able to attend?

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Do you have a valid driving licence? Yes No Provisional

Do you have access to a vehicle for work purposes? Yes No

If you are applying for a residential post

Please give details of anyone living with you and their relationship to you.

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Please provide details if you have pets

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EDUCATION AND QUALIFICATIONS

It is a condition of the offer of employment to provide copies of all relevant qualification and/or training certificates

Please give details of your education and qualifications gained:

Schools/College/University (most recent first)

Examinations passed/qualifications gained

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Details of any further qualifications obtained or relevant training courses

Title of qualification/course

Qualification or training achieved

Result

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Details of current studies being undertaken

Qualification / subject being studied

Method of study

Expected completion date

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MEMBERSHIP OF A PROFESSIONAL OR STATUTORY BODY

Please give details of any memberships

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PREVIOUS EMPLOYMENT CONTINUED

Name of company/employer

From To

Job title

Reason for leaving

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Name of company/employer

From To

Job title

Reason for leaving

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Name of company/employer

From To

Job title

Reason for leaving

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UNPAID/VOLUNTARY WORK (please list the most recent first)

Position held/
Responsibilities

Name of organisation

Dates

Reason for leaving

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REFERENCES

Please give details of two references. The first should be your current or most recent employer and the second from the employer you left prior to taking up your current post. If you have only worked for one employer a personal reference may be provided from someone who has known you for 2 years or more. References from relatives are not acceptable. If you are in, or have just completed full-time education, one reference should be from your school, college or university tutor and the other may be a personal reference. If appropriate please give details of additional references. Please note any offer of employment will be conditional to references being received that are satisfactory to the Group. The Group reserves the right to take up additional references where necessary.

Title and Name.....

Company/School/College

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Job title

Relationship

How long has this person
been known to you:

Address

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Postcode

Tel

Fax

E-mail

May we take up this reference now?

Yes No

Title and Name.....

Company/School/College

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Job title

Relationship

How long has this person
been known to you:

Address

.....

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Postcode

Tel

Fax

E-mail

May we take up this reference now?

Yes No

If necessary please provide details of additional references

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CRIMINAL RECORDS BUREAU & THE EMPLOYMENT OF EX-OFFENDERS

The Group is registered with the Criminal Records Bureau (CRB) and as a registered body the Group is obliged to comply with the CRB's Code of Practice by producing and adhering to fair and responsible guidelines for the use of Criminal Record Checks in Recruitment and also for the Employment of People with Criminal Records. A copy of these guidelines are available by contacting the Human Resources Department.

All posts require a Criminal Record Check and are exempt from the Rehabilitation of Offenders Act 1974 which enables the Group to legally ask for details of all convictions whether spent or unspent. Any offer of employment will be conditional to a Criminal Record Check being obtained that is satisfactory to the Group.

You are required to disclose all convictions or proceedings pending against you.

Having a criminal record will not necessarily bar an applicant from employment with the Group. Decisions regarding the applicant's suitability for the post that they are applying for will be dependent on the nature of the post, together with the circumstances and background of the offence(s). The Group undertakes not to discriminate unfairly against any person applying for employment who has a spent or unspent conviction.

Have you ever been convicted of a criminal offence?

Yes No

Are there any criminal proceedings pending against you or are you at present the subject of criminal charges?

Yes No

If you have answered YES to either question please provide details below (or on a continuation sheet, if required)

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Applicants that are shortlisted for interview will be given the opportunity at the interview to disclose and discuss any spent or unspent convictions and the nature and circumstance of the conviction(s). Should there be any discrepancies, or further information is received in the criminal record check that was not divulged at the interview, a further discussion will be required to take place with the applicant.

Please note that if you are successful in your application, you will be required to disclose any new convictions arising during the course of your employment (including motoring offences).

I confirm that I do not have any convictions that have not been declared and understand that failing to provide such information could lead to termination of employment.

Signed:

Please print name: Date:

CONFLICTS OF INTEREST

We need to demonstrate that all appointments are made on individual merit.
We therefore need to know of any relevant family relationships.

Are you related to an existing employee or board member of
Tarka Housing, Westcountry Housing or Westward Housing Group?

Yes No

If yes, please give details:

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DECLARATIONS

PROCESSING OF PERSONAL DATA

The information you provide by completing this application form will be used by the Group for the purposes of processing your application and in accordance with the terms of the Data Protection Act 1998. If your application is successful, the information will be retained for the purposes of employee management and administration. If your application is unsuccessful we will hold your information for 6 months and then confidentially destroy it. We will keep details of your application confidential and will not disclose them to third parties except where we are required to do so by law or where we have obtained your consent in advance. You have the right to request a copy of personal data we hold about you. If you require a copy please contact the Human Resources Department. If you believe the information we hold about you is not correct, you may write and ask us to change it.

Further information on data protection can be obtained from www.dataprotection.gov.uk or telephone the information line on 01625 545745.

ASYLUM AND IMMIGRATION ACT 1996

Under the Asylum and Immigration Act 1996 we are obliged to ensure that all new employees are legally entitled to be employed in the UK. If appointed you will be required to provide an original document as evidence before your employment commences.

HEALTH DECLARATION

The successful applicant will be asked to complete a declaration of health and provide details of any absences due to ill health in the previous 2 years.

DECLARATION

I declare that, to the best of my knowledge and belief, the information I have given in applying for employment is true and accurate. I understand that any offer of employment is conditional upon the accuracy of this information.

Signature: Date:

EQUALITY AND DIVERSITY MONITORING FORM

The Group is opposed to direct and indirect discrimination. It recognises the existence and importance of the different ages, genders, races, cultures, abilities and lifestyles within the population in its area of activity and will strive to ensure that no group or individual will be disadvantaged by, or in respect of, its activities.

This section of your application will be detached from your application form and will be used solely for monitoring purposes. The information you supply is held in strict confidence for statistical analysis only. No details of individuals will be released or used in the selection process. In order to make sure our policy is working in practice, we ask for your co-operation in completing and returning this form with your application.

COMPLETION IS NOT COMPULSORY.

If you decide not to complete the form it will not prejudice your application in any way.

APPLICATION FOR THE POST OF:

Tick all the appropriate boxes

How would you describe your ethnic origin?

White

British Irish Other

Mixed

White & Black Caribbean White & Black African White & Asian Other

Asian or Asian British

Indian Pakistani Bangladeshi Other

Black or Black British

Caribbean African Other

Chinese or other Ethnic group

Chinese Any other Asian background

Prefer not to state

Gender

Male Female

Have you ever identified as transgender? Yes No Prefer not to state

Sexual Orientation

Straight/heterosexual Gay woman/lesbian Gay man/homosexual

Bisexual Prefer not to state

Age

16-24 25-34 35-44 45-54
 55-59 60-64 65-74 75+ Prefer not to state

Religion/Belief

Atheist Buddhist Christian Hindu
 Jewish Muslim Sikh No Religion Prefer not to state
 Other

