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| **EASTHALL PARK HOUSING ASSOCIATION****APPLICATION FORM** **POST APPLIED FOR:**  **Repairs operative (Joiner) – Grade TAS 6** |  |
| **PERSONAL DETAILS** |
| **Surname:**  | **Initials(s):**  | **National Insurance No:** |
| **Address:** | **Telephone (Home)**  |
| **Telephone (Business)** |
| **SCHOOL EDUCATION** |
| **List all certificates at their highest level only. Continue on a separate sheet if necessary.** |
|  | **Subject** | **Level and Result** |  | **Subject**  | **Level and Result** |
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| **FURTHER EDUCATION** |
| **List all Colleges, Polytechnics or Universities attended (give details of examinations taken and results awarded or awaiting). Non-UK educated applicants please specify country where study took place.** |
| **College/****University** | **Dates** | **Study Method** | **Qualifications Obtained, Grades****Major Subjects** **Studied** | **Date** **Awarded/****Anticipated** |
| **From**  | **To** | **F/T** | **P/T** |
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| **MEMBERSHIP OF PROFESSIONAL INSTITUTES** |
| **Name of Institute** | **Current Status** | **Date Awarded** |
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| **PRESENT EMPLOYMENT** |
| **Do we have permission to contact your current employer prior to interview?**  |
| **Name and Address of Employer:** | **Date employment commenced:** |
| **Present Salary and Benefits:** |
| **Position Held:** | **Notice Required:** |
| **Duties and Responsibilities:** |

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| **PREVIOUS EMPLOYMENT (List in order, with most recent employer first)** |
| **Continue on separate sheet if necessary.** |
| **Dates** | **Name and Address of Employer** | **Position Held and Nature of Duties** | **Reason for leaving** |
| **From**  | **To** |
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| **EXPERIENCE SKILLS AND TRAINING** |
| **Please describe your interest in this post and organisation and set out experiences, skills and qualities you will bring to the post.****(Continue on a separate A4 sheet if necessary)** |
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| **GENERAL INFORMATION** |
| Do you have any voluntary work or public service commitments or any relevant experience, which you wish to draw to our attention? |
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| **Do you have any private business commitments? If so, please provide a brief description** |
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| We are committed to being an Equal Opportunities Employer. If you have a disability as defined in the Equality Act 2010, are there any arrangements that would assist you in attending an interview? Please provide details below. |
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| **ADVERTISMENT SOURCE** |
| **Where did you see this vacancy advertised?**  |
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| **REFEREES** |
| **Name, Address and Occupation of two referees. They should know you in a work capacity, if previously employed****One of the referees should be your current or most recent employer****Please tick the box if you have any objections to a referee being contacted prior to interview.** |
| 1. **Name and Address of Referee:**
 | **2. Name and Address of Referee:** |
| **Phone No:**  | **Phone No:**  |
| **Occupation:** |  | **Occupation** |  |

**PERSON SPECIFICATION**

The Association wishes to compare your experience, skills and knowledge with its requirements. You should, therefore, try to show in the following part of the form how you satisfy these. This does not have to be from paid work but can be from other experience. The Selection Panel will consider candidates who do not meet all the requirements therefore please complete all sections as appropriate.

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| **Essential / Desirable Criteria** | **How You Satisfy the Criterion** |
| Experience in re-active and emergency repairs. |  |
| Experience in fitting new kitchens, doors and other joinery fitments to a tight programme. |  |
| Experience of working to deadlines for re-active, cyclical and planned major repairs. |  |
| Experience of working with PDAs for work scheduling e.g. Simpro. |  |
| Strong working knowledge of Health & Safety |  |

**NOTE TO ALL APPLICANTS**

In accordance with the Immigration, Asylum and Nationality Act 2006, if you are invited to attend an interview you must provide your current passport or an original document which states your National Insurance Number e.g. P45, P60, Payslip or a National Insurance Number Card, together with birth certificate.

**GENERAL DATA PROTECTION REGULATION (GDPR)**

The information that you provide on and with this form will be held and processed by Easthall Park Housing Association for the purpose of recruitment and selection. This may include verbal or written references that we may obtain from any referees provided and which you consent to the Association obtaining and disclosing, by submitting your application.

**DECLARATION (Read Carefully)**

I certify that all statements given by me on this form are true and correct to the best of my knowledge. I realise that if I am employed and it is found that such information and all other documents associated with the recruitment and selection process are false and that I have withheld information, I am liable to dismissal without notice.

I am not related in any way to a committee member of the Association.

I am not related to any member of staff, consultant, contractor or supplier of the Association.

**Signed**

**Date**

**Returned applications to be received no later Friday 8th November 2024 at 10.00a.m.**