



South Tyneside Council's
Housing Company

Application for employment



Guidance notes to candidates

Thank you for your job enquiry and interest in employment with South Tyneside Homes. You have received a job description and person specification in your application pack. This information will help you to complete this application form.

South Tyneside Homes has an Equality and Diversity in Employment Policy. This means that we welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexual orientation, marital status, responsibility for dependants, religion, trade union activity and age.

One of the Company's main aims is that all levels of its workforce should reflect the Borough's population and that everyone seeking jobs and promotion within the Company has an equal chance.

The Equality and Diversity in Employment Policy is provided to ensure that both present and future employees are treated fairly. If you become a South Tyneside Homes employee, you will in turn be obliged to follow this policy.

The Job Application form

Completing the application form is your first step in the recruitment process which may lead to an interview and the possible offer of a job. It is therefore important that you complete ALL sections of the application form that are relevant to you as clearly and fully as possible. If you are unable to complete the form, you may ask someone to do it on your behalf. If you have a disability and would prefer to submit your application in another format you may do so. Our job application form is also available in large print, Braille or on audio tape on request.

Electronic versions of this form are available at www.southtynesidehomes.org.uk.

When we receive your application form, Part 1 and Part 2 are separated. Part 1 will be used for equality monitoring and administration purposes only, and will not be considered for purposes of selection. Part 2 will be detached and these pages will be used solely for the purpose of selection.

Job Application: Part 1

When completing this part of the application form please:

- Enter your personal details fully and clearly so that we may contact you about your application.

As part of the Company's Equality and Diversity in Employment Policy most of the Company's vacancies are open to job sharing. This normally means that two people can voluntarily share one full time job. They share the pay and other benefits in line with the hours worked; the split need not be 50/50. It is not necessary to apply with a partner. If you would like to job share the job you are applying for, please tick the relevant box. Further information is available from the Human Resources and Organisational Development service.

References are a means to support the selection Panel's decision and will only be taken up once interviews have taken place and a successful candidate has been made a conditional offer. Please give the names and addresses of two referees. If you are employed or have been employed in the past, the first referee must be your present or most recent line manager/supervisor or other person in your organisation designated to provide references. School or college leavers should give a Head Teacher or their college principal as the first referee.

All applicants are requested to complete the Equality Monitoring section. You are asked to complete this section to enable us to monitor the effectiveness of our Equality and Diversity in Employment Policy. Please help us by ticking or completing the appropriate boxes in this section. Any information gathered will only be used to measure how we are progressing. Some of the information may also be used because we have a policy of guaranteeing an interview to people with disabilities who meet the essential requirements of the job.

If you have a disability, please complete this section so that we can make suitable arrangements if you are called for an interview and/or a work based exercise.

If you are related to a Board Member or a senior employee of the Company please tell us so that we can make sure all applications are treated fairly. Canvassing any Board Member or senior employee of the Company (i.e. seeking to gain an unfair advantage through personal contacts) will disqualify your application.

Please make sure that you have signed and dated the application form to confirm that your details are true and accurate. The falsification of information on your form will result in your application not being pursued or your contract being terminated if you have already been appointed.

Job Application: Part 2

Please refer to the Job Description and Person Specification when completing this part of your job application as we are only looking for the things we have listed on the Person Specification. **Please do not enclose a C.V., we only want information on the application form. A C.V. accompanying an application will be disregarded.**

We require information on your past or present employment. If you have recently left school or college, or a training programme and have not yet had a full-time or permanent job, please give details of any other employment that you may have had such as work experience, part-time, holiday work or voluntary work.

Please tell us of any educational, vocational, professional qualifications or training courses relevant to the post for which you are applying, including any courses which did not lead to an examination or qualification. We will take full note of any education or qualifications gained overseas or as part of an employment training scheme. Successful candidates will be required to provide proof of qualifications.

We also need to know any membership of institutes or organisations relevant to the job that you are applying for, such as Professional, Occupational or Trade Membership.

We only need to know if you have a driving licence if this is a requirement of the job.

Before completing the section 'further information' please take time to think about how you can draw upon your skills and experience to match yourself against the criteria set out on the person specification. You need to give real examples to evidence and demonstrate that you meet the essential requirements of the person specification. Simply stating that you meet each requirement will not be considered as suitable evidence. Remember you can use examples from your work life, study, personal life, voluntary work, social experience, vocational training, etc. It is quality, not quantity that is important.

Application forms not fully completed may be disregarded.

Please return your completed application form to South Tyneside Homes at the address provided in your application pack.

Criminal Records Bureau (CRB) disclosures

Where a vacancy involves regular, unsupervised contact with children or vulnerable adults, a CRB Disclosure will be required. The Rehabilitation of Offenders Act 1974 ((Exceptions Order) 1975) does not allow employees with access to children, young persons under the age of 18 years and vulnerable adults the right to withhold information regarding previous convictions, including cautions, for any offence (not just those involving children) which for other purposes are 'spent' under the provisions of the Act. You should be aware that we have a policy on the recruitment of ex-offenders, and a copy is available on request. A criminal record will not necessarily be a bar to obtaining a position.

What happens next?

After the closing date, shortlisting will be conducted by a selection panel, who will match your skills/ experience(s) against the criteria in the person specification, using only Part 2 of your Job Application form. This is designed to reduce the chances of unfair discrimination. The Panel does not see Part 1 of your Job Application form, your personal information. Each application is given equal consideration.

The selection panel treats all applicants fairly and makes no assumptions about you. The selection panel looks at what you tell us about yourself on the application form. If you meet all the essential criteria for the job and have a disability you will be guaranteed progression to the next stage of the selection process. We are fully committed to providing a fair recruitment process for all. To do this, we need to know if you feel anything may prevent you from demonstrating your full potential. Where possible we will make any reasonable adjustment or arrangement to any part of the recruitment process.

Shortlisted applicants will be invited to an interview and/or may be asked to take part in other selection activities, eg. workbased exercise, presentation, occupational tests etc. You will always be told about these activities in advance.

In the interest of economy we only acknowledge receipt of your application if you include a stamped addressed envelope.

If you have not heard from us within six weeks of the closing date your application has unfortunately not been successful.

Complaints about the recruitment process

If you feel you have been treated unfairly, or are unhappy with any part of the recruitment process, it is important that you tell us. Please contact the HR Manager and explain that you wish to make a complaint.

Data protection and GDPR (General Data Protection Regulations)

The information you provide on your application form will be used to process your application and assess your suitability for the post for which you are applying. This information will be viewed only by those involved in the recruitment process. If you are appointed, the information will be used to create your employment record. If you are not appointed, it will be destroyed after 6 months, except in the event of a dispute.

Personal information that you provide in the 'Equality Monitoring' section of the form will only be used for the purpose of equality monitoring and statistical analysis. This helps us to continually improve our equality and diversity policies and practices. By submitting this form, you are consenting to the recording and use of the information for the purposes mentioned above.

In line with GDPR you must give us your consent to record and process the information you provide on this application form. If you do not give us consent to use the information that you provide, then we will not be able to process your application.

I am happy for South Tyneside Homes to collect and process the information I have provided for the purpose of assessing my suitability for the post for which I am applying (please tick the box)	<input type="checkbox"/>
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Any other questions

If you have any questions or comments about any aspect of the recruitment process, please contact the Human Resources and Organisational Development Section either by telephone, via our e-mail address jobs@southtynesidehomes.org.uk, or in writing to the postal address below:

HR Admin Team
Unit 4, Middlefields Industrial Estate
South Shields
Tyne & Wear
NE34 0NT

We thank you for the time and interest that you have given South Tyneside Homes and look forward to receiving your application.

South Tyneside Homes is working in partnership with South Tyneside Council.
Registered in England and Wales - registration number 05381705

Registered Office: South Shields Town Hall, Westoe Road, South Shields, Tyne & Wear, NE33
2RL A company controlled by South Tyneside Council

For official use only

Applicant No.:

South Tyneside Homes is an equal opportunities employer and welcomes applications from all sections of the community. We are committed to promoting equality in all aspects of employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, sexuality, marital status, responsibility for dependants, religion, trade union activity and age.

The information requested in Part 1 of this Job Application form will only be used for equality monitoring and administration purposes, and will not be considered for purposes of selection. Part 2 of this form will be detached and these pages will be used solely for the purpose of selection.

Please read the Guidance notes to candidates before you start to complete your application.

Job Application Form (Part 1)

Position Applying for	<input type="text"/>	Job Reference	<input type="text"/>
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Personal information

Surname (last name)	Home telephone
<input type="text"/>	<input type="text"/>
First name(s)	Mobile telephone
<input type="text"/>	<input type="text"/>
Current address	Work telephone: (if convenient to contact)
<input type="text"/>	E-mail address
	<input type="text"/>
	Post code
<input type="text"/>	<input type="text"/>

Please state where you saw this vacancy advertised
<input type="text"/>
Do you wish to job share the job you are applying for? Yes <input type="checkbox"/> No <input type="checkbox"/>

Preferred method of communication

Email <input type="checkbox"/>	Letter <input type="checkbox"/>
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In line with GDPR you must give us your consent to contact you using your preferred method of communication. If you do not give us consent to contact you, then we will not be able to process your application.

I am happy for South Tyneside Homes to contact me using my preferred method of communication (please tick the box)

You may withdraw consent at any time by contacting the HR Admin Team at the address overleaf, but we will then not be able to process your application.

References

Please give the details of two people to whom a reference can be made regarding your experience and suitability for the post for which you have applied. At least one of these must be from your present or most recent employer (where applicable). References will only be taken up if you receive a conditional offer of employment.

Name and Address (current or most recent)	Name and Address
Position/Occupation:	Position/Occupation:
Email address:	Email address:
Telephone number:	Telephone number:
Relationship to candidate:	Relationship to candidate:

Equality Monitoring

South Tyneside Homes takes its Equality and Diversity responsibilities very seriously. The diversity of our workforce can make a valuable and essential contribution to the environment in which we work and the quality of the services that we provide. We have a legal duty to monitor information on equality and diversity in our recruitment process. We also want to make sure that our Equality and Diversity in Employment Policy is working, so we need you to complete this form to help us to do this. **The information you provide will be treated in the strictest of confidence and will not be taken into account when deciding upon your suitability for the post you have applied for.**

Your Gender:	Female <input type="checkbox"/>	Male <input type="checkbox"/>	
Your Date of Birth	dd	mm	yyyy

Age

(1) 16 - 17	<input type="checkbox"/>	(2) 18 - 19	<input type="checkbox"/>	(3) 20 - 24	<input type="checkbox"/>	(4) 25 - 29	<input type="checkbox"/>
(5) 30 - 44	<input type="checkbox"/>	(6) 45 - 59	<input type="checkbox"/>	(7) 60 - 64	<input type="checkbox"/>	(8) 65+	<input type="checkbox"/>

Your Ethnic Origin - how would you describe your ethnic origin?	
(1) Black or Black British Caribbean: <input type="checkbox"/> African: <input type="checkbox"/> Other Black: <input type="checkbox"/>	(2) White British: <input type="checkbox"/> Irish: <input type="checkbox"/> Other White: <input type="checkbox"/>
(3) Asian or Asian British Indian: <input type="checkbox"/> Pakistani: <input type="checkbox"/> Bangladeshi: <input type="checkbox"/> Sri Lankan: <input type="checkbox"/> Other Asian: <input type="checkbox"/>	(4) Mixed White and Black Caribbean: <input type="checkbox"/> White and Black African: <input type="checkbox"/> White and Asian: <input type="checkbox"/> White and Arab/Middle Eastern: <input type="checkbox"/> Other Asian: <input type="checkbox"/>
(5) Chinese Chinese: <input type="checkbox"/> Other Chinese: <input type="checkbox"/>	(6) Arab or Middle Eastern Arab: <input type="checkbox"/> Iranian: <input type="checkbox"/> Yemeni: <input type="checkbox"/> Other Arab or Middle Eastern: <input type="checkbox"/>
(7) Other Ethnic Group	(8) Prefer not to say <input type="checkbox"/>

Other ethnic group: (please specify)

Your Faith/Belief - what is your faith/belief?	
(1) Christian <input type="checkbox"/>	(2) Muslim <input type="checkbox"/>
(3) Sikh <input type="checkbox"/>	(4) Hindu <input type="checkbox"/>
(5) Jewish <input type="checkbox"/>	(6) Buddhist <input type="checkbox"/>
(7) No faith/belief <input type="checkbox"/>	(8) Other faith/belief <input type="checkbox"/>
(9) Prefer not to say: <input type="checkbox"/>	(please specify):

Sexual Orientation	
(1) Bisexual <input type="checkbox"/>	(2) Gay man <input type="checkbox"/>
(3) Gay woman / lesbian <input type="checkbox"/>	(4) Heterosexual / straight <input type="checkbox"/>
(5) Other <input type="checkbox"/>	(6) Prefer not to say <input type="checkbox"/>

Disability - do you consider yourself to be a disabled person?

Under the Disability Discrimination Act 1995, a disability is defined as "a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities".

Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have said 'yes', please give details of how you consider yourself to have a disability and how long this has lasted
If you consider yourself to have a disability, has it prevented you from meeting the essential requirements for the post?
Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have said 'yes', please provide further information.
Disability – reasonable adjustments
Do you require any reasonable adjustments that will help you to demonstrate your full potential in the recruitment and selection process? If yes, please give details (e.g. ground floor venue, sign language interpreter, audio tapes, etc).
Yes <input type="checkbox"/> No <input type="checkbox"/>
Language
It will help us to know if you speak or read any other languages. Please give details below.
Have you previously been, or are you currently, a looked after child with South Tyneside Council? South Tyneside Homes will guarantee an interview if you meet the essential criteria, if you have previously been, or are currently, a looked after child with South Tyneside Council
Yes <input type="checkbox"/> No <input type="checkbox"/>

Declarations

If you have any relationship with any Board Member or senior employee of the Company, please state the name(s) and nature of relationship.

The information detailed in this application form may be used by South Tyneside Homes in the monitoring and progression of its employment policies and practices, in particular the Equality and Diversity in Employment Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process.

I, (print name): _____

consent to South Tyneside Homes recording and processing the information detailed in this application form. I understand that this information may be used by South Tyneside Homes in pursuance of its business purposes and my consent is conditional upon the South Tyneside Homes complying with their obligations under the Data Protection Act 1998.

I declare that all the information provided in Parts 1 and 2 of this job application form are true and accurate.

Signature:

Date:

(Please print if sending electronically)

For official use only

Applicant No.:

Job Application Form (Part 2)

Position Applying for		Job Reference	
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Name & Address of current or most recent employer	
Job title	
Current Salary (Optional)	
Date commenced	
What staff if any report to you	
Period of notice required	
Brief outline of duties	
Reason for change (if appropriate)	

Details of current or most recent employment

Previous employment

(please list in chronological order, starting with the most recent first)

Job Title	From	To	Name of Employer	Reason for leaving

Relevant educational, vocational, professional qualifications or training courses

(please list in chronological order, starting with the most recent first)

Educational Establishment or course organiser	Subject and Qualification (where applicable)	Grade	Date Achieved

Please provide details of your membership of a Professional Body or Institute which is applicable to the post for which you are applying:

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Do you hold a current driving licence (if this is a requirement of this job) Yes No

If yes, type of licence

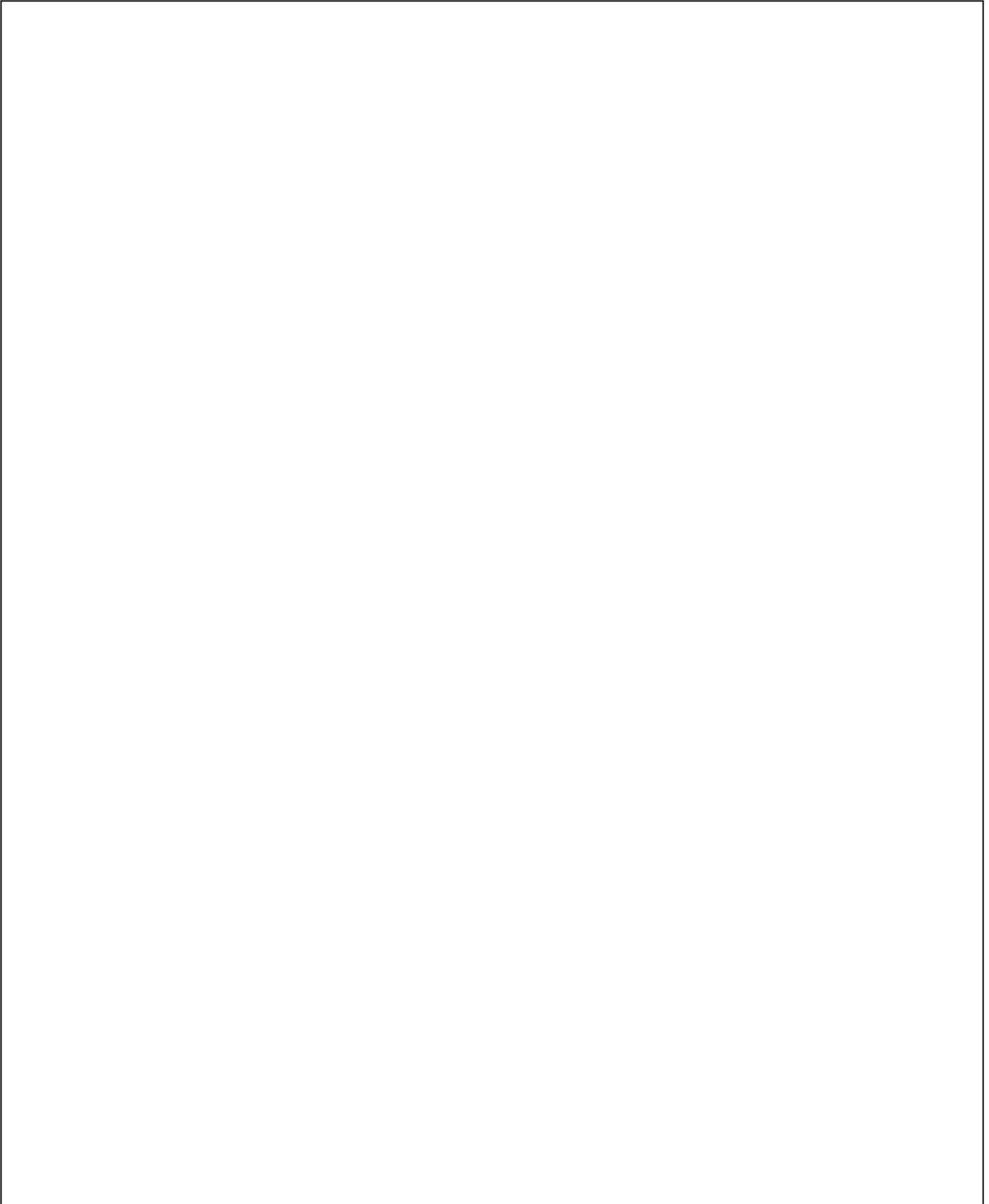
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Further information

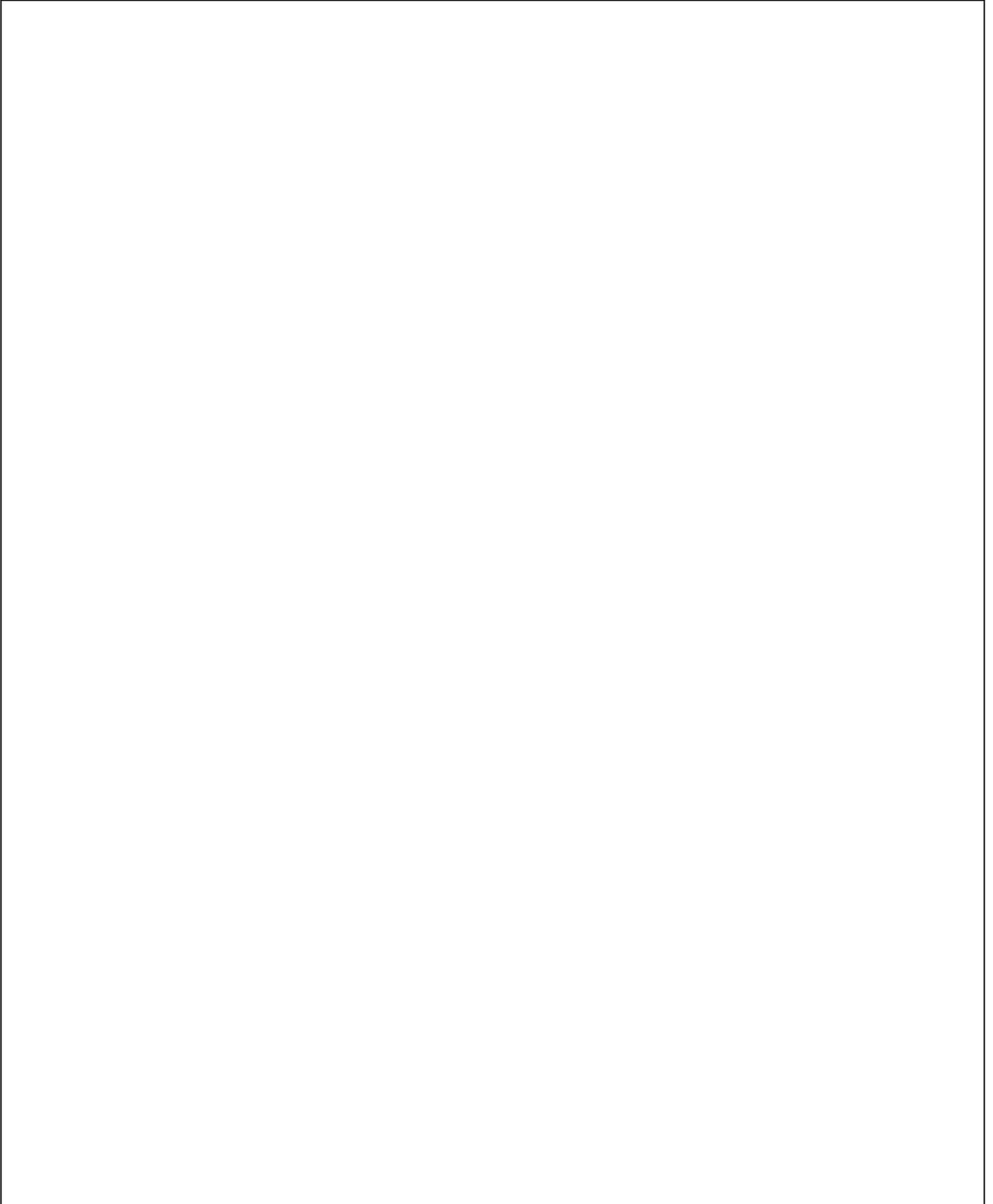
Please state clearly how your skills, abilities, knowledge and experience meet the essential requirements of the post for which you are applying. Please provide specific examples to evidence and clearly demonstrate how you meet the selection criteria set out in the person specification.

You may also continue on a separate sheet(s) if you wish. You should ensure that any additional sheets are attached securely and include your initials and job title. Please do not enclose a CV, we only want information on the application form. A C.V. accompanying an application will be disregarded.

Further information continued



Further information continued



South Tyneside Homes (who act on behalf of South Tyneside Council) is responsible for protecting the public funds it manages. To do this we may use the information you have given us on this form or the information we hold about you to detect and prevent crime or fraud. We may also share this information with other organisations that inspect and manage public funds. For the purposes of the Data Protection Act 1998, South Tyneside Homes is the data controller (the user and processor of data). We will ensure all information is kept safe and secure. If you would like to know more about what information we hold about you, or the way we use your information please contact the Communications Team on 0300 123 6633, or if you wish to make a subject access request then please write to the Records Management Team at the following address: Records Management Team, Town Hall & Civic Offices, Westoe Road, South Shields, Tyne & Wear NE33 2RL.

This information can be made available in a range of languages and alternative formats such as electronic copies (for example e-mail), or in large print, Braille or audiotape. Please contact the Communications Team on 0300 123 6633

Arabic

هذه المعلومات متوفرة بلغات عدة وصيغ مختلفة مثل النسخ الالكترونية (الايمل) والنسخ بأحرف كبيرة ولغة "البريل" للمكفوفين والنسخ السمعية. للحصول عليها يرجى مهاتفة فريق الاتصال على الرقم 0300 123 6633

Bengali

এই তথ্যকে বিভিন্ন ভাষা এবং বিভিন্ন ধরনের ফরম্যাটে দেয়া যেতে পারে যেমন, ইলেকট্রনিক কপি (উদাহরণ, ইমেইল), বড় অক্ষর, ব্রেইল অথবা অডিওটেপ। কমিউনিকেশান টিমের সাথে দয়া করে 0300 123 6633 নম্বরে যোগাযোগ করুন।

Farsi

این اطلاعات به زبان ها و فرمت های دیگر از قبیل نسخه های الکترونیکی (مانند ایمیل)، یا چاپ شده با حروف درشت، به خط بریل یا روی نوار صوتی قابل ارائه می باشد. لطفاً با گروه ارتباطات در شماره تلفن 0300 123 6633 تماس بگیرید.

South Tyneside Homes • Registered in England and Wales •
Registration No 05381705
Registered office • Town Hall, Westoe Road, South Shields,
Tyne and Wear, NE33 2RL.
www.southtynesidehomes.org.uk