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**ARBOUR HOUSING– Application Form**

Confidential

**To complete the form from within Word, please type into the boxes and email when completed to** recruitment@arbourhousing.org. **Alternatively, print and complete by hand in black ink only and post to this address, marked Private and Confidential (please use additional sheets where necessary):**

**Mrs Sharon Garrity, Arbour Housing, 18-22 Carleton Street, Portadown BT62 3EN**

**Completed application forms received before the closing date will only be considered. Please refer to the Applicant Pack for more information. All information provided will be held in the strictest of confidence.**

**Job Title: Property Services Administrator Job Ref No: PSA/23**

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| Personal Details | |
| First Name(s): | Surname: |
| Address:  Postcode: | Email address: |
| Contact home number: | Mobile phone number: |

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| Please indicate if you have a disability you would like us to take into account | | Yes/No |
| If yes, please provide details of accommodations: |  | |

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| Have you ever been convicted of a criminal offence, which is not spent under the terms of the Rehabilitation of Offenders (NI) Order 1978? | | Yes/No |
| If yes, please provide details: |  | |

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| --- | --- | --- | --- | --- |
| Education | | | | |
| Please provide the Main Details of your Basic Education below | | | | |
| TYPE OF SCHOOL (Secondary/ Grammar/ Third Level/ University/ College etc.) | LEVEL OF EDUCATION  (GCSE/ A-Level/ HND/HNC/ Degree/ Post Grad etc.) | FROM – TO (date) | SUBJECTS STUDIED | GRADES/ QUALIFICATIONS OBTAINED |
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| Membership of Professional Bodies | | | |
| NAME OF  PROFESSIONAL BODY | DATES | | MEMBERSHIP STATUS |
| FROM | TO |
|  |  |  |  |
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| Employment History (where necessary please insert another sheet) | | | | |
| **PRESENT OR MOST RECENT POST** | | | | |
| NAME, ADDRESS AND  BUSINESS OF EMPLOYER | DATES | | POST HELD  AND SALARY | MAIN DUTIES |
| FROM | TO |
|  |  |  |  |  |
| £ |
| **REASON FOR WISHING TO LEAVE:** |  | | | |
| **OTHER POSTS** (reverse chronological order) | | | | |
|  |  |  |  |  |
|  |  |  | £ |  |
| **REASON FOR LEAVING:** |  | | | |
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| **REASON FOR LEAVING:** |  | | | |
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| **Is your present post your sole and regular employment? Yes/No** |

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| **Please state the notice period you are required to give to your current employer:** |
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| **Please tell us if you are undertaking any course of study at present and provide details:** |

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| Other – voluntary work |
| Please tell us about any voluntary work you have completed with organisations and the skills you have built up as a result. |

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| Essential and Desirable Criteria |
| The following questions are designed to allow you to demonstrate how you feel you meet the essential and desirable criteria of Education/ Qualifications and Experience as outlined in the Applicant pack, and this will be used as part of the shortlisting process.  Knowledge, Skills and Personal Attributes criteria will be assessed at interview stage if successfully shortlisted. (You are not restricted to space). |

**Essential Criteria:**

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| **At least 5 GCSE passes (including Maths and English) at Grade C or above or equivalent** |
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| **Minimum of 1 years’ previous relevant experience in a similar position or busy office environment** |
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| **Experience of providing excellent customer care and delivering a high quality, customer focussed service** |
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| **Working knowledge of general office systems, practices and procedures** |
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| **Working knowledge of the MS Office suite of computer applications in particular Word and Excel** |
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**Desirable Criteria:**

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| **Experience of working with the general public/ Housing Association sector** |
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**Special Conditions of Employment:**

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| **You must have availability to attend Evening & Weekend meetings?**  **(please select) Yes/No** |

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| **Are you eligible to work in the UK? (please select) Yes/No**  (Note: Applicants must be either EU citizens or possess a current UK work visa which entitles the holder to take up full time and permanent employment).  If you have a UK work visa which entitles you to take up full time and permanent employment, please provide details including the type of the visa and the date of expiry if applicable. |
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| **If successful for the position, you will be required to provide ARBOUR with the details of 2 referees; one of whom should be a previous employer and familiar with your work. This is considered as one of the mandatory pre-employment checks.**  **You will be required to provide referee contact details including name, job title, address, contact telephone number and email address. It is your responsible to seek and confirm that you have their permission to record them as your referee and forward their details to ARBOUR.** |

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| Declaration | |
| I declare that to the best of my knowledge the information given on this form is correct and can be treated as part of any subsequent terms of engagement. Failure to disclose information or deliberately providing false information may result in any subsequent appointment being withdrawn. (If submitting electronically, and if you are called to interview, you will be asked to countersign your application) | |
| **Signature:** | **Date:** |