

Your Career

Application Form



INFORMATION FOR APPLICANTS

Thank you for the interest you have shown in working for RBH. This information is provided to help you complete your application form. Text only or large print versions are available on request. If you have any questions about the completion of this form please telephone **01706 273706** or use the email address below. Deaf or hearing impaired people using a Minicom, please contact **01706 924404**.

THE APPLICATION PROCESS

- Each applicant is required to submit the following information as part of the application process:
 - The RBH Application Form which captures standard information and statutory confirmation.
 - Your Curriculum Vitae (CV).
 - A covering letter which highlights how your experience and skills match the competencies outlined in the Job Profile
 - Recruitment Monitoring Information
- Please return your four documents either

By email to:

rbh.jobvacancies@rbh.org.uk

Or by post to:

The HR team
Rochdale Boroughwide Housing Ltd
Sandbrook House, Sandbrook Way, Rochdale, OL11 1RY

ACKNOWLEDGEMENT & FEEDBACK

- We aim to acknowledge all applications received by e-mail within 48 working hours of receipt.
- In the interests of costs, posted applications will only receive an acknowledgement and/or be informed if your application is unsuccessful at the shortlisting stage, if you enclose two stamped addressed envelopes. **Otherwise, if you do not hear within four weeks of the closing date that you are invited to attend an interview and/or assessment centre, you may assume that you have not been shortlisted.**
- All unsuccessful applicants are welcome to request feedback on the reasons for not being shortlisted or selected at interview stage, which may improve your chances of success in the future. Feedback can be requested using the above email or postal address, or by contacting the HR team on **01706 273706** who will pass your request on to the recruiting manager.

FURTHER INFORMATION

Further information about our benefits package, together with some general hints and tips for completing application forms and preparing for interviews can be found on the RBH website

http://www.rbhousing.org.uk/about_us/working_for_rbh.aspx

Application for the post of:

Job ref no:

Grade:

RBH

Please complete or type this form in BLACK INK. If you are completing this form electronically, please tab to each area for completion

YOUR DETAILS

Surname:

Address:

First Name:

Telephone no. (home/mobile):

Telephone no (work):

Email address:

Postcode:

REFEREE DETAILS

The referee should be your line manager/supervisor from a current or last employer or your teacher, lecturer, mentor, volunteering supervisor, etc. if you've not held a paid post recently

Surname:

Address:

First Name:

Job title / position:

Company / organisation

Telephone no:

Email address:

Postcode:

Relationship to you: Manager / supervisor

Teacher / lecturer / mentor

Other (please specify):

If you are selected for interview/ assessment centre,

may we contact this person prior to the interview/ assessment centre?

Yes

No

Do you consider that you have a disability? (a physical or mental impairment which has a substantial and long-term effect on your ability to carry out normal day-to-day activities)

Yes

No

Applications from suitably qualified disabled people are positively welcomed. Any disabled person meeting the essential requirements of the job profile will be guaranteed an interview.

DECLARATIONS

1. Are you related to or the partner to any of the following:

- a) Any employee of Rochdale Boroughwide Housing?
- b) Any member of the Board of Rochdale Boroughwide Housing?

Yes No

If yes, please state their name(s) and relationship to you:

2. Immigration, Asylum and Nationality Act 2006

Under the Immigration, Asylum and Nationality Act 2006, you are required to provide evidence of your right to work in the UK. If called for an interview you will be advised of the documents you will need to provide which will then be checked to ensure RBH complies with current legislation.

If you have a National Insurance number please write it here

Town of birth

Country of birth

3. Declaration

I declare that the information given on this application form and accompanying CV and letter is accurate and that if it is subsequently discovered that any statement is false or misleading, my offer of employment may be withdrawn or I may be dismissed from my employment by RBH without notice. I also agree to a medical examination if required.

If I am offered employment I understand it may be necessary for security and safeguarding purposes for RBH to carry out either a credit reference check or a Disclosure and Barring check on any employees in positions of substantial financial responsibility, security or dealing with vulnerable adults or children in the course of their duties.

Please tick here if you have any objection to the appropriate check being undertaken
It must be understood that for certain jobs, a refusal may influence an offer of employment being made.

Signature

Date

If you are emailing this form, you need to send it from an email address which clearly shows your name in the email address (so we can record it was from you).

Applicant's checklist

- I have attached my CV to accompany my application form
- I have attached my covering letter to accompany my application form, which outlines how my skills and experience match the Technical, Personal and/or Leadership competencies for this post
- I have attached my Recruitment Monitoring Information form