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Description automatically generated

At World Habitat we anonymise applications for shortlisting, to provide an opportunity for a fair and equal process. We appreciate and celebrate diversity and nurture an inclusive culture where everyone can thrive.

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| **WORLD HABITAT APPLICATION FORM** | | | | | | | | |
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| **PERSONAL DETAILS** | | | | | | | | |
| **Title** | |  | | | | | | |
| **Surname** | |  | | | | | | |
| **Forenames** | |  | | | | | | |
| **Address** | |  | | | | | | |
| **Telephone** | |  | | | | | | |
| **Email** | |  | | | | | | |
| **National Insurance Number** | |  | | | | | | |
| **Nationality** | |  | | | | | | |
| **Do you have a current right to work in the UK?\*** | | | | **Yes** | | | | **No** |
| If yes, please state which document you hold as proof for right to work in UK, e.g., a passport showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.  If no, please provide further details. | | | | | | | | |
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| *\*Note: Candidates will be required to demonstrate their right to work in the UK, including EU, EEA and Swiss citizens, post-Brexit. Current, and acceptable, work documents are required to cover the full length of a contract. Please refer to the Home Office's working in the UK website at* [*http://www.ukba.homeoffice.gov.uk/visas-immigration/working*](http://www.ukba.homeoffice.gov.uk/visas-immigration/working) *or for EU, EEA and Swiss Nationals visit* [*https://www.gov.uk/browse/visas-immigration/eu-eea-swiss*](https://www.gov.uk/browse/visas-immigration/eu-eea-swiss) *to find out more information about work documents and eligibility. Thank you.* | | | | | | | | |
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| **FAIR RECRUITMENT** | | | | | | | | |
| **To ensure a fair recruitment process we need to establish if you know, or are related to, any employee or trustee of World Habitat?** | | | | **Yes** | | | | **No** |
| If yes, please provide details | | | | | | | | |
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| **RECRUITMENT MONITORING** | | | | | | | | |
| **Please state the role applied for** | | | | | | | | |
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| **How did you first come to hear of this position?** | | | | | | | | |
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| **CURRENT EMPLOYMENT** | | | | | | | | |
| **From (Date)** | **Name and Address of Employer** | | | | | | | |
|  |  | | | | | | | |
| **Job Title** | | | **Salary/Wage** | | **Notice Required** | | | |
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| **Duties** | | | | | | | | |
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| **Reason for Leaving** | | | | | | | | |
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| **EMPLOYMENT HISTORY (MOST RECENT FIRST)** | | | | | | | | |
| Please account for any gaps where you have not been in paid employment. | | | | | | | | |
| **From/To (Dates)** | **Name and Address of Employer(s)** | | | **Job Title and Main Duties** | | | **Reason for Leaving** | |
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| **Please note here any other employment that you would continue with if you were to be successful in obtaining this role.** | | | | | | | | |
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| **EDUCATION AND TRAINING (MOST RECENT FIRST)** | | | | | | | | |
| **Qualification(s) Gained** | **Grade** | | | **Year** | | **University / Institute of Higher Education / Secondary School** | | |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | | | | | | |
| **Please note here any membership you hold for professional bodies, including grade of membership or other relevant details. Please include date awarded and whether entry was by examination.** | | | | | | | | |
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| **SUPPORTING STATEMENT - COMPETENCY BASED SELECTION CRITERIA** | | | | | | | | |
| Please provide details on qualities you possess which mean you would be an ideal candidate for this role. Please include information on key experiences or achievements in your paid or unpaid work. You may also include information on any activities outside of work, that you have been able to draw upon, to benefit your career progression.  Please see our **‘Guide to Completing the Application Form’**, which contains details of the competency criteria you need to address at this stage of the recruitment. Please explicitly address those points when preparing this statement. You may continue on a separate sheet if necessary. | | | | | | | | |
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| **REFERENCES** | | | | | | | | |
| Please give names of individuals most able to confirm your suitability for the post in question, and at least one of which should have recent knowledge of your work. Your current employer or educational establishment should normally be included. As personal references will not be taken, please do not provide them on this form. We may contact your references to discuss or confirm the written information you have provided. Please be aware that they will not be approached before interview. | | | | | | | | |
| **Name, Position and Organisation** | | | | **Contact Details** | | | | |
|  | | | | **Address** | |  | | |
| **Telephone** | |  | | |
| **Email** | |  | | |
| **Name, Position and Organisation** | | | | **Contact Details** | | | | |
|  | | | | **Address** | |  | | |
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| **DECLARATION OF CRIMINAL OFFENCES: REHABILITATION OF OFFENDERS ACT 1974** | | | | | | | | |
| **Are you currently undergoing criminal investigation? Have you been convicted of a criminal offence or have any unspent criminal convictions? If yes, please provide further information.** | | | | | | | | |
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| **DATA PROTECTION STATEMENT** | | | | | | | | |
| Information collected on this form is necessary and relevant to the performance of the job. We will use the information provided by you on this form, the references you have noted, and educational institutions, with whom we may also verify your qualifications, for recruitment purposes only.  We will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of the Data Protection Act 2018 and GDPR to process the information provided by you in this form. Anonymised applications will be shared internally for the purposes of the recruitment exercise. This includes interviewers involved in the recruitment process.  If your application for employment is unsuccessful, the organisation will hold your data on file for a maximum of 6 months after the end of the relevant recruitment process. Should you be successful in your application, the information provided and further information which may be gathered, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.  Personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment as stated in our Privacy Notice for Job Applicants. The periods for which your data will be held will be provided to you in an Employee Privacy Notice. For more information on how we use the information you have provided, please see our **‘Privacy Notice for Job Applicants’**. | | | | | | | | |
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| **DECLARATION** | | | | | | | | |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered.  I agree to the information provided on the form being stored and used by World Habitat in relation to the selection process for the post for which I have applied, in accordance with the information set out above and in the Job Applicant Privacy Notice.  I understand that any offer of employment is subject to World Habitat being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report, in line with the Equality Act 2010. | | | | | | | | |
| **Signature** |  | | | **Date** | |  | | |
| **Print Name** |  | | | | | | | |
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| The selection process is competency based, where skills and knowledge are promoted and considered irrespective of age, gender, race, disability, sexual orientation, gender reassignment, marriage or civil partnership, pregnancy, maternity, and paternity, religion, or beliefs.  As part of your application, we collect diversity data to ensure that our recruitment practices are fair and free from unjust barriers.  Please complete the Application Form and the Equal Opportunities and Diversity Questionnaire and return it to Joanne Kovach, Head of Finances and Resources at: **recruitment@world-habitat.org** and indicate ‘Post: HR & Facilities Officer’ in the subject field.  If you have any specific questions about the role please email [Joanne.kovach@world-habitat.org](mailto:Joanne.kovach@world-habitat.org)    **Closing Date: Tuesday 31st May at 10am (BST)**  **Interview Date: Wednesday 15th June** | | | | | | | | |