REF NO: **HA/0424**

APPLICATION FOR: **HOUSING ADVISER (POOL)**

CLOSING DATE: **Midday on Tuesday 7 May 2024**

***ALL INFORMATION WILL BE TREATED AS STRICTLY CONFIDENTIAL***

**PLEASE PRINT OR TYPE IN BLACK INK AND ANSWER ALL QUESTIONS.**

**PLEASE NOTE CV’S WILL NOT BE ACCEPTED.**

**PLEASE TRY TO KEEP ANSWERS TO THE SPACE PROVIDED ON THE APPLICATION FORM.**

***PERSONAL DETAILS***

**(Part one)**

|  |  |
| --- | --- |
| SURNAME: |  |
| FORENAME(S): |  |
| ADDRESS: |  |
|  | POSTCODE: |  |
| TELEPHONE NUMBER: (STD CODE) |  |
| MOBILE NUMBER: (STD CODE) |  |
| PREFERRED CONTACT NUMBER: (STD CODE) |  |
| EMAIL ADDRESS: |  |
| NATIONAL INSURANCE NO: |  |
| RIGHT TO WORK IN THE UK |  |

YES / NO

**PLEASE SEND COMPLETED APPLICATION TO:**

**EMMA KINGHAN, ADMINISTRATION OFFICER, HOUSING RIGHTS,**

**THE SKAINOS CENTRE, 239 NEWTOWNARDS ROAD, BELFAST BT4 1AF or**

**e-mail:** **recruitment@housingrights.org.uk**

**By midday on Tuesday 7 May 2024**

**EDUCATION / TRAINING**

Please provide details of your post-primary education in the table below.

|  |  |
| --- | --- |
|  | **QUALIFICATIONS ATTAINED** |
| **Dates** | **Type of qualification** | **Subjects Passed** | **Grade attained**  | **Date awarded** |
| From: | To: |
| **Secondary Education** *(state name of school/college below)* |  |  |  |  |  |  |
| **Further & Higher Education** *(name of university/**college)* |  |  |  |  |  |  |

**(Part two)**

Please note, the recruitment panel will only receive **Part Two** of the application form, therefore only those candidates who have best demonstrated they meet the criteria as set out in the Person Specification for this post, will be short-listed.

**EMPLOYMENT RECORD**

Please start with your present or most recent employment and continue on separate sheet if necessary.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Name & address****of Employer** | **Position Held****& Main Duties** | **Hours per week in post** | **Grade/****Salary** | **Reason for Leaving** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**EXPERIENCE**

Please note that only those candidates who have best demonstrated they meet the requirements of the post will be short-listed.

**Essential Criteria (Please continue on a separate sheet if required)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **\*E1. Please demonstrate in the table: a minimum of 5 GCSEs or equivalent, Grades** **A-C, including English Language and Mathematics**

|  |  |
| --- | --- |
| **Name, Level & Result(s) of** **Qualification(s)**  | **Dates Attended**  |
|       |  | To  |   |
|   |  | To  |  |
|   |   | To  |   |
|  |  | To |  |
|  |  | To |  |

 |
| **\*E2. Please demonstrate clearly, evidence of relevant qualification in relevant discipline e.g. Housing/law/advice.** |
| **\*E3. Please demonstrate clearly, at least 12 months full time (or equivalent part time) experience gained in providing telephone, written and face-to-face housing/debt advice to the public in a social welfare context.** |
| **\*E4. Please demonstrate clearly, at least 12 months full time (or equivalent part time) experience providing advocacy and representation, in the context of handling a challenging caseload, i.e. beyond advice only/signposting/referrals.** |
| **\*E5. Please demonstrate clearly, your ability to see cases through to completion in accordance with organisational objectives.** |
| **\*E6. Please demonstrate clearly, your experience of achieving positive outcomes via legal/social security benefits/housing casework.** |
| **\*E7 Please outline clearly, your skills in the use of Microsoft Office applications (e.g. Teams, Outlook, Word)**  |
| **Additional Information** Please give any additional details of your work experience and other interests/information that you believe makes you suitable for this post; **including how you meet any desirable criteria** (please refer to the recruitment pack)**.** (Max 500 words) |

Please indicate clearly which of the following you wish to be considered for (tick all the boxes which apply)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Full time** |   |   | If you have only selected part time, please indicate your availability in the table opposite: | **Day** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** |
|   |   | **AM** |  |  |  |  |  |
| **Part time** |   | **PM** |  |  |  |  |  |

**VOLUNTARY SERVICE**

Have you been involved in voluntary service of any kind? Please give details, amount of time spent and the nature of your work. (Please continue on a separate sheet if required)

|  |
| --- |
|  |

**(Part three)**

**CRIMINAL OFFENCES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Have you ever been convicted of a criminal offence?** | **YES** |  |  | **NO** |  |

If YES, please give details of offence/s:

|  |  |
| --- | --- |
|  | (Note: You do not need to disclose any convictions which would be considered spent under the Rehabilitation of Offenders (NI) Order 1978.) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you related to any existing member of the staff or Board of Housing Rights?** | **YES** |  | **NO** |  |

If YES, please give details (i.e. name and nature of relationship).

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **If successful, how much notice are you required to give (if applicable) and how soon can you take up a post?** |  |
| **We routinely arrange learning and development opportunities for the successful candidate during their initial induction period and occasionally prior to an official start date. Do you have any planned holidays within the next 3 months?**  |  |

**REFERENCES**

Please give details of two referees, at least one of whom should be your current/last employer:

**PLEASE PRINT CLEARLY ALL DETAILS**

|  |  |  |
| --- | --- | --- |
| **1** |  | **2** |
|  | **NAME** |  |
|  | **ADDRESS** |  |
|  | **TELEPHONE** |  |
|  | **EMAIL** |  |
|  | **CAPACITY** |  |
|  | **Can be contacted for a reference at this time (Y/N)** |  |

**Please note that we will not be requesting for any references prior to a successful appointment.**

**I DECLARE THAT ALL INFORMATION I HAVE GIVEN IS TRUE TO THE BEST OF MY KNOWLEDGE.**

|  |  |  |  |
| --- | --- | --- | --- |
| **APPLICANT’S SIGNATURE**  |  | **DATE**  |  |
|  |  |

How did you hear about this vacancy?

|  |  |  |  |
| --- | --- | --- | --- |
| Housing Rights social media channels/website |  | Housing Rights e-zine |  |
| Community NI  |  | JobApplyNI (job centre) |  |
| Nijobfinder.co.uk |  | Family/friend |  |
| cwjobs.co.uk |  | Recruiter / Agency |  |
| Other (please state): |