

For Office use only:

**IN CONFIDENCE**

**PLEASE COMPLETE ALL SECTIONS**

**CV will not be accepted.**

The information that you supply in this application form will enable the interview panel to decide whether to invite you to an interview. Whilst all sections may not be relevant to you personally, you should complete the form as fully and as accurately as possible to enable your application to be given full consideration.

The information provided within your application form will be processed in accordance with the Data Protection Act 1998. Please note that the first two pages of this form **will not** be shown to the shortlisting panel.

**Post Applied For: Corporate Services Officer**

**Closing date for receipt of applications is: Friday 12th September 2025 at 12 noon**

**When completed this form can be returned by e-mail to:** [Recruitment@evh.org.uk](mailto:Recruitment@evh.org.uk)

**Applications received after this time will NOT be considered**

***Personal Information***

|  |
| --- |
| Title: Surname: First Name:  Address for Correspondence:  Postcode:  Private Telephone Number: Mobile Number:  E-mail Address:  Your Daytime Telephone Number (on which a message may be left): |

***Assistance for people with disabilities***

|  |
| --- |
| We are committed to being an Equal Opportunities Employer and do not discriminate in any way. If you consider yourself to have a disability, are there any arrangements that would assist you in attending an interview? Please provide details below. |

***Referees***

|  |  |
| --- | --- |
| Please give details of two referees. They should be qualified to comment on your ability and experience for this appointment and should include a referee from your current or most recent employer. Wellhouse Housing Association does not accept references from family members.  **Referees will not be approached prior to a conditional offer being accepted.** | |
|  | |
| Name:  Job title:  Company:  Address:  Postcode:  Email:  Tel No: | Name:  Job title:  Company:  Address:  Postcode:  Email:  Tel No: |

***Asylum & Immigration Act 2006***

The Immigration, Asylum and Nationality Act 2006 makes it an offence to employ anyone who is not entitled to live or work in the EU. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the EU. Appropriate documentation may include the original of your current passport, visa, birth certificate or any other document [or combination of documents] indicated by the Act.

Do you currently have the right to work and live in the EU? **YES/NO** (please delete as appropriate)

**Data Protection**

Information from this application will be processed for purposes permitted under the General Data Protection Regulations. Individuals have, on written request, the right to access their personal data held on them.

Information about how your data is used, and the basis for processing your data is provided on **Wellhouse Housing Associations** website.

***Declaration***

I have read this application form fully and I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld any relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed without notice.

**Signed: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Post Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Office use only:

***Secondary Education (please list subjects passed)***

|  |  |  |  |
| --- | --- | --- | --- |
| Standard/’O’Grade  or equivalent | Grade | Higher Grade  or Equivalent | Grade |
|  |  |  |  |

***Further Education***

|  |  |  |
| --- | --- | --- |
| University or Further Education Establishment | Course(s) &  Subjects Studied | Degrees, Diplomas, Certificates Obtained |
|  |  |  |

***Professional Qualifications***

|  |  |
| --- | --- |
| Name of Awarding Body | Qualifications Obtained, Membership of Professional Institution etc |
|  |  |

***Training Courses***

***(Please give details of any relevant short courses or training undertaken)***

|  |  |
| --- | --- |
| Course(s) Undertaken | Provider(s) |
|  |  |

***Computer Skills (please detail your experience)***

|  |
| --- |
|  |

***Driving Licence***

Do you possess a full current driving licence? **YES/NO**

Do you have access to a car for work purposes? **YES/NO**

Are you insured for Business purposes? **YES/NO**

***Present or Most Recent Employment***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name & Address of  Employer | Date From: |  | | Date To: |  |
|  | Position Held: | |  | | |
|  | Salary and other benefits/payments | |  | | |
|  | Notice Required: | |  | | |
|  | Reason For Leaving: | | - | | |
| Nature of Post (please describe your main duties): | | | | | |

***Employment History (In order of most recent first)***

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address of  Previous Employer(s) | From  Month/Year | To  Month/Year | Position Held, Main Duties and Reason for Leaving |
|  |  |  |  |

*Please continue on a separate sheet if necessary.*

***Employment with Wellhouse Housing Association***

**Wellhouse Housing Association wishes to compare your experience, skills and knowledge with its requirements. You should therefore, try to show in the following part of the form how you satisfy these. This does not have to be from paid work, but can be from other experience. The Selection Panel will consider candidates who do not meet all the requirements, therefore please complete all sections as appropriate.**

|  |  |
| --- | --- |
| Experience of corporate governance and supporting the governing body to comply with its constitution and regulatory requirements |  |
| Experience of ensuring digital corporate communication channels are maintained effectively |  |
| Knowledge and understanding of the legislation surrounding data protection and freedom of information |  |
| Esuring effective complaint management procedures to enhance customer service |  |
| Experience in managing business ICT services |  |
| Experience of instigating effective change to improve business processes |  |
| A methodical and flexible approach to organising and prioritising a varied workload |  |
| Ability to meet demanding personal and team deadlines |  |
| Ability to form effective working relationships with internal and external customers |  |
| Willingness to take responsibility and make decisions |  |

***Additional Information***

|  |
| --- |
| Please provide any relevant information not covered elsewhere on this form, which may include other activities e.g. voluntary work, major achievements, projects to date and indicate how this will enable you to contribute further to this post. Please also out line how you demonstrate this: |

***Relationship to Staff Members***

|  |
| --- |
| If you are related to any employee of Wellhouse Housing Association or anyone who has been employed as a staff member or has been engaged as a supplier, consultant or contractor in the last 12 months, please provide details: |

***Relationship to Committee Members***

|  |
| --- |
| If you are related to a Committee member of Wellhouse Housing Association or anyone who has been a Committee member in the last 12 months, please provide details: |

***Rehabilitation of Offenders Act 1974***

The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored, after a ‘rehabilitation period’. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions that are ‘spent’ under the provision of the act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. If selected for interview you will be required to complete a criminal convictions declaration form that will only be reviewed if an offer of employment is being made.

***Canvassing***

Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable to dismissal.

***Confirmation of Qualifications***

If selected for interview you will be required to bring with you the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies.

***Advertisement Source***

Where did you see this post advertised?

**When completed this form can be returned by e-mail to:** [Recruitment@evh.org.uk](mailto:Recruitment@evh.org.uk)

**Please note that the closing date/time for receipt of applications is**

**Friday 12th September 2025 at 12 noon**