

March 2020

Dear applicant,

**Data Administrator post with Canopy**

Please complete this application form using the person specification of the post you wish to apply for, for reference. You will need to demonstrate on your application how you meet the person specification(s). **Do not attach a CV** or send any other documents, as these will not be considered.

If you would like an informal chat about the post and/or support submitting an application, please contact Sharon Whitehurst on 0113 294 6868.

Please email your application to me at job@canopyhousing.org by the deadline, **noon on Friday 3 April 2020 a**nd entitle the document with your name and the post you are applying for in the filename. Alternatively, print and post/bring the form by the closing date to our office in Burley (address above) or to our Harehills office at 41 Bellbrooke Place, Leeds LS9 6AR. Please address the form to Sharon Whitehurst.

If you print the form, you will need to print the first and last two pages (your personal information) as separate sheets so that they can be kept separate from the application form during the shortlisting process.

The application pack is a word document so you can insert text and expand the document. Please provide clear, concise answers to show how you meet each part of the person specification and note the word limits in some sections. A large quantity of information will not necessarily make a better application.

I look forward to receiving your application(s).

Sharon Whitehurst

Operations Manager

Canopy Housing

**Application Form**

Please answer each question with full details of how you meet the criteria. You may amend the space/extend the form by up to two extra pages. Please be concise and give specific examples.

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| Application for the post of:  |
| **Your name** |
| **Address** |
| **Email** |
| **Telephone:** |

References:

**Please give details of 2 people that we can contact to give you a reference:**

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| Name: |
| Position & Capacity in which they know you: |
| Address: |
| Telephone: |
| Can we contact this person before an offer of employment has been made to you? |

|  |
| --- |
| Name: |
| Position & Capacity in which they know you: |
| Address: |
| Telephone: |
| Can we contact this person before an offer of employment has been made to you? |

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| **Present employment – Employer’s name, address and nature of business:** |
| **Dates employed and Job Title:**  |
| **Current Salary:** |
| Main duties and responsibilities: |

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| **Please outline dates and details of your previous paid and unpaid work experience, starting with the most recent, with brief details of responsibilities and achievements.**  |
| FromMM/YY | **Until**MM/YY | **Job Title** | **Employer** | **Main Responsibilities** | Reason for Leaving |
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| Please give dates and details of education, training and qualifications gained including training you have done with an employer**If you run out of rows, use more rows or put more than one entry in the bottom row.** |
| **Date** | **Training Provider / College / School** | **Details of course, qualification and subject studied** |
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| **Do you have a full UK/EU driving licence? *[NB not essential for Data Administrator role]*** |  |

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| **Please use this space to outline the reasons why you are suitable for this post.****Please ensure that you explain how you meet the requirements of the post, as laid out in the Person Specification, using specific examples.** **Please be concise. Strict word limit: maximum 1500 words.** |
|   |
| **Please add any other information that may make you suitable for the vacancy. (200 Words Maximum)** |
| **Where did you see/hear about this job *(this will help us when advertising future vacancies)?*** |

**If you are submitting a printed copy of this form, please print the next two sheets separately from the rest of your application form.**

|  |
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| Declaration of Convictions: Applications from ex - offenders for this post are welcomed. Convictions that are irrelevant to the job will not be taken into consideration, but due to the nature of this job you are required to disclose all previous convictions. This is because this post is exempt under the Rehabilitation of Offenders Act 1974 and you are required to reveal all convictions, even those which are spent. All offers of employment will be subject to a satisfactory Enhanced Criminal Records Bureau Check. |
| **Have you ever been convicted of a criminal offence? Yes / No** |
| **If yes, please give details and date(s) of offence(s), and sentence(s) passed:** |
| **Are you disqualified from working with children or vulnerable adults?** |

|  |
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| Declaration – Please sign the declaration AFTER you have completed the application form. If you are emailing this form, which is our preference, please leave this blank and we will ask you to sign it if you are invited to interview. |
| I declare, that as far as I am aware, the information given on the application form is correct and I have not knowingly given any false information. |
| Signed ………………………………………….. Date: ……………… |

Please return this form to Sharon Whitehurst at Canopy Housing by NOON Monday 30 September 2019, by one of the following methods:

* Email to job@canopyhousing.org or
* Bring or post the printed form to Canopy Housing, 66 Burley Lodge Road, Burley, Leeds LS6 1QF; or
* Bring or post the printed form to Canopy Housing, 41 Bellbrooke Place, Harehills, Leeds LS9 6AR

**Equal Opportunities Monitoring**

Canopy is committed to equal opportunities. The following questions are designed solely to help us ensure that our selection procedures operate in such a way as to provide genuine equality of opportunity, and will not be used for any other reason. **You are not obliged to answer any of the following questions,** and if you decide not to complete this form your chances of selection will not be affected in any way. This form will be separated from your application on receipt and will not be seen by the panel.

* Are you Female [ ] Male [ ] Prefer not to say [ ]
* Age 18-21 [ ] 22-30 [ ] 31-40 [ ]  41-55 [ ] 56-65 [ ] 66+ [ ]
* How would you describe your ethnic origin?

Asian or Asian British : Bangladeshi [ ] Indian [ ] Pakistani [ ]

Asian-other [ ] please state:

Black or Black British : African [ ] Caribbean [ ]

Black-other [ ] please state:

Mixed: Black Caribbean and White [ ] Black African and White [ ]

Asian and White [ ] Mixed other [ ] please state:

White British [ ] White European [ ] White other [ ] please state:

Any other ethnic group [ ]­­­­­­­­­­­­­­­­­­ please state:

* Do you have any disabilities? Yes [ ] No [ ]
* If yes, please describe:
* Do you have any criminal convictions? Yes [ ] No [ ]
* Do you have any comments on our selection procedure?