



# Application for Employment

**STRICTLY CONFIDENTIAL**

Please read the guidance notes before completing this application form

## Application for employment as

Surname

Initials

Home Address

Home  
Telephone

Work  
Telephone

Mobile  
Telephone

## Education and Training

School/College

Examinations & Qualifications  
*(include level, grade)*

## Employment History

Please start with your present or most recent employment, include any service with H.M. Forces

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Date From	To	Employer Nature of Business	Position Held & Details of Duties	Reason for Leaving

*Please continue on a separate sheet if necessary*

**Please give details of your current salary** £

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## **Professional and Other Training**

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### **Additional Information**

Please enclose, on a separate sheet and in your own style, your reasons for applying for this position. We are particularly interested in hearing about your relevant experiences and achievements, and the personal qualities, which suit you to the post.

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# Guidance notes for completing the application form

These guidance notes have been designed to help applicants to complete the job application form. Please read these notes carefully before completing your job application and the Diversity Monitoring Form.

## Diversity

Impact Housing Association is an equal opportunities employer and welcomes applications from all sections of the community. No applicant will be treated any less favourably because of his or her race, colour, ethnic origin, age, gender, marital status, disability, religion/belief, sexual orientation or by any other condition or requirement that cannot be justified.

Please complete the Diversity Monitoring Form and return with your job application. The Diversity Monitoring Form will be separated from your application form and will be used for monitoring purposes only – it will NOT be used as part of the shortlisting or interview process.

The information you provide on the Diversity Monitoring Form is treated with strict confidentiality and is regarded as sensitive data.

## Data Protection

Your returned application form and diversity monitoring form will be held in our files for 12 months and will then be confidentially disposed of. If you are successful in your application, your form will be kept securely on your personnel file.

## Criminal Records Bureau Disclosure (CRB)

Please note that certain posts require the successful candidate to have a satisfactory enhanced Criminal Records Bureau disclosure and they will not be able to take up the position until we have received this. Please refer to the person specification as to whether this is applicable to the post you are applying for.

## Advice on completing the application form

You are advised to complete your application in black ink.

Please note that Impact Housing Association does not accept curriculum vitae (CVs), therefore all sections of the application form must be completed in full.

### Page 1

#### Personal Detail & Education/Training

Please ensure you complete all information fully, remembering your postcode.

### Page 2

#### Employment History

All applicants must complete the employment history section leaving no gaps in employment unaccounted for. Indication of time off for a career break, for caring responsibilities, for study or travel or absences from work due to a disability will not prejudice your application in any way.

### Page 3

#### Professional and other Training

Applicants should detail in this section any training they feel is relevant to the post they are applying for, please give dates if known.

#### Additional Information

The application form and additional information will be assessed during the shortlisting stage as to how far it meets the requirements outlined in the person specification. We have included a code on the person specification to indicate how we will be assessing each of the attributes required. Applicants should use this section to clearly explain how your particular skills, qualifications and experience compare with the requirements of the person specification. Please also include in this section any relevant skills or experience that you have gained outside the workplace such as voluntary work or spare time activities.

### Additional Information continued

Feel free to use additional sheets, however, please attach these securely to the application form and write your name at the top of each sheet.

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### References

Applicants should provide two referees, one of which should be your current or most recent employer. Where possible, references should be from separate sources and not from the same organisation. Referees must not be related to you.

Impact Housing Association may contact your referees prior to interview, therefore please ensure that you have clearly completed the permission section or indicated if this is not permissible.

### Existing Connections

Applicants should provide details in this section of any existing connection you may have with Impact Housing Association.

### Criminal Convictions

Impact Housing Association aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will only be taken into account for recruitment purposes only when the conviction is relevant, which will normally be with regard to the protection of children and vulnerable adults. Unless the nature of the work demands it, you will not be asked to disclose convictions which are "spent" under the Rehabilitation of Offenders Act 1974. Having an "unspent" conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

### Declaration

Applicants must ensure they sign their application form to certify the information provided is correct. Please note that if you provide false information or deliberately omit any relevant details your application may be withdrawn from the recruitment process.

Please note that if you are applying online, you will be asked to sign your application at the interview stage.

## Selection Procedure

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**The closing date is stated clearly on the advert. Only applications received by this date will be accepted.**

### Shortlisting

All applications received by the closing date will be shortlisted by the interview panel. This process involves comparing the information you have provided on your application form with the requirements of the person specification. The panel will consider the overall quality of the applications and those applicants that best meet the essential and desirable criteria will be invited to interview.

***Please note that all applicants invited for interview will be notified within 7 days of the closing date. Unfortunately applicants who have not heard from us by this time have been unsuccessful with their application – no further correspondence will be sent to unsuccessful candidates.***

### Interview Stage

Once candidates have been invited to interview the scores obtained at shortlisting will not contribute to the interview process.

All candidates invited for interview will be notified in writing and asked to confirm their intentions to attend.

## Further Assistance

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If you require further help or assistance with the application form or if you would like the application form and diversity monitoring form in an alternative format e.g. large print, braille, audio or another language, please do not hesitate to contact a member of the Human Resources Team on 01900 842100.



# Diversity Monitoring Form

**STRICTLY CONFIDENTIAL**

Please read the guidance notes before completing this monitoring form

<b>Post Title</b>			<b>Date</b>
	Times and Star	Whitehaven News	
<b>Where did you see this post advertised?</b>	Cumberland News	Other Local Newspaper	
	Job Centre	Impact Web Site	
	National Newspaper	Other	Undeclared

**Please tick boxes as appropriate**

**Gender**

Male                       Female                       Transgender                       Undeclared

**Ethnic Origin** *(Please tick the box that you feel best describes your ethnic origin)*

*White*

British

Irish

Traveller of Irish Heritage

Gypsy/Roma

Any Other White Background *(Please specify)*

*Mixed*

White & Black Caribbean

White & Black African

White & Asian

Other Mixed Background *(please specify)*

*Asian/Asian British*

Indian

Pakistani

Bangladeshi

Any Other Asian Background *(Please specify)*

*Black/Black British*

Caribbean

African

Any Other Black Background *(please specify)*

*Chinese or other ethnic group*

Chinese

*Undeclared*

*Other (Please specify)*

**Date of Birth**

**Age**

Undeclared

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**Applicants with Disabilities**

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Do you consider yourself to be disabled under the Disability Discrimination Act?

Yes  No

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What is the nature of your disability?

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Does Impact need to make any reasonable adjustments to the workplace to accommodate your disability?

Yes  No

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If yes, please specify

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**Religion and Belief**

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Christian

Buddhist

Hindu

Jewish

Muslim

Sikh

No Religion

Other Religion

Undeclared

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Is there anything Impact needs to know to make reasonable adjustments with regard to your religious beliefs?

Yes  No

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If yes, please specify

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**Sexual Orientation**

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Heterosexual (Orientation towards people of the opposite sex)

Lesbian or Gay (Orientation towards people of the same sex)

Bisexual (Orientation towards people of the same and opposite sex)

Undeclared

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**Signed**

**Date**

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**Print Name**

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**Title: Miss/Mrs/Ms/Mr/Other (please specify)**

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## **DIVERSITY POLICY**

In addition to fulfilling our legal and regulatory requirements, we are committed to developing an organisation which values people from all sections of the community. We will work to eliminate discrimination and have an equitable approach to the rights and responsibilities of everyone.

We expect everyone involved in our organisation to uphold the principles embodied in this policy, including

- Board and Committee members
- Employees
- Contractors
- Other stakeholders.

### **Policy aims and objectives**

The main aims of the policy are to ensure that:

- Our culture, structures, policies, procedures and practices actively contribute to developing a diverse organisation, delivering appropriate services.
- The particular needs of each person are recognised and respected whether or not they are covered by legislation
- Staff are fully aware of our commitments
- We develop and maintain a proactive approach to diversity issues
- Our commitments are widely known and respected in the external environment
- We comply with statutory and regulatory requirements

### **How the Policy will be implemented**

This policy will be implemented by:

- (i) Overall responsibility being held at Board and Chief Executive level
- (ii) An expectation that all staff and Board members are committed to ensuring the policy is effective and that they are competent to implement it
- (iii) All staff having an understanding of diversity and what it means for them in their day to day work including regular training activities
- (iv) An action plan, agreed at Board level, which is annually reviewed and updated
- (v) Areas of work audited on a rolling programme basis
- (vi) Diversity commitments incorporated into the Vision, Values Statement, Business Plan, Best Value and policy reviews, team annual plans and organisational development activities.
- (vii) Continuing to develop appropriate service delivery and personnel policies, procedures and practices
- (viii) Sharing good practice throughout the organisation and examining good practice elsewhere.
- (ix) Using key documents from the Housing Corporation, National Housing Federation and Chartered Institute of Personnel and Development etc to audit, plan, implement, monitor and review progress.

Progress on the implementation plan will be monitored and reviewed twice a year by the Board and quarterly by the Senior Management team. In the first year, there will be a working group of middle range and front line staff involved in detailed planning and implementation.

# Working for Impact Housing Association

## Terms & Conditions of Employment



### Main Features

- Attractive salaries – with regular increases
- 8 weeks holiday (inc. public holidays)
- Contributory final salary pension scheme
- Substantial sick pay scheme
- Commitment to training and development opportunities
- Family friendly policies

### Main terms and conditions of employment

#### General

Our conditions of service were originally based on the local authority scheme. Over time they have been revised and enhanced to provide a better match for our own organisation.

#### Hours of work

Our standard, full time working hours are 37 per week. In offices these are worked 9am to 5pm (Monday to Thursday), and 9am to 4.30pm on Fridays. Staff have an unpaid half-hour lunch break each day.

In Supported Housing schemes, it remains 37 hours per week, but worked in accordance with the needs of each scheme – based on a staff rota. Working evenings and weekends is a regular part of meeting customer needs in our supported housing schemes.

Whilst, not offering a standard “flexitime” scheme, we have an organisational commitment to flexible working, and offering “family-friendly” policies that recognise and encourages all staff to maintain an appropriate work-life balance.

We have a large proportion of part time jobs across the organisation.

#### Holidays

The annual leave entitlement for all staff is 8 working weeks, including 10 public holidays & discretionary days

The annual leave period runs from 1<sup>st</sup> April to 31<sup>st</sup> March. You can carry forward up to one week’s untaken leave each year.

#### Salaries

Impact’s salaries reflect the high expectations that we have of all staff. They are competitive, generally based on scales, that staff – subject to satisfactory performance – move up each year.

Salaries are reviewed for inflation-proofing, once a year. Any agreed Increases are payable from 1<sup>st</sup> July each year

#### Pension

Impact is a member of the Social Housing Pension Scheme - all staff are eligible to join the Scheme.

Staff’s contributions currently vary between 6.4% - 8.4% of salary and Impact’s contribution is a further 14.1% of salary. This covers all of the administrative costs of the Scheme.

#### Scheme Benefits

Standard benefits provide for a pension based on your final salary, multiplied by your length of service. There is an option to convert this level of pension into a lump sum payment + pension.

The scheme provides life assurance cover of 3 times annual salary as a standard benefit, whilst staff remain working for Impact.

Staff can retire at any point from age 55 – but pensions will be subject to an actuarial reduction if departing before their 65<sup>th</sup> birthday.

## Sick Pay Scheme

Impact offers an attractive scheme for staff who become ill during employment. The scheme is based on length of service, and on a sliding scale pays from 1 months sick pay, up until 6 months full pay + 6 months half pay, for someone with more than 5 years service.

## No Smoking Policy

All Impact sites operate a no smoking at work policy.

## Travel Policy

Impact is based across the whole of Cumbria, and some staff are required to undertake extensive travel on organisational business.

Depending on the need for travel, Impact offers a range of benefits to support work demands.

Any member of staff required to undertake occasional business travel, receives a casual user mileage allowance.

Staff who are required to undertake regular travel, for who a car is essential, receive a monthly fixed-sum payment, plus a mileage allowance. These posts also have access to interest-free car loans.

For some staff whose essential car usage is particularly high, there is the opportunity to access a “contract hire car” (company car). These are based on benchmark models, although eligible staff are free to choose their own vehicle, and meet any additional cost – if it is a better model than the benchmark. (In view of our latest environmental policy we are currently reviewing the level of freedom people accessing company cars, or car loans, have in choosing a vehicle).

**Cycle to Work vouchers** – We offer access to buy cheaper bicycles through this scheme, for staff who wish to use a bike to travel to and from home to work.

## Family Friendly Policies

Impact offers **enhanced maternity and paternity schemes** better than the statutory provisions, for staff who satisfy minimum service requirements.

In addition, we offer **payment for additional child care costs**, when staff are expected to fulfil additional organisational demands outside the scope of the usual employment contract.

We offer a **childcare voucher scheme**, please contact Human Resources for more details.

We also actively consider requests for **flexible working** – irrespective of whether there is a legal entitlement, or not!

**Healthsure Plan** – Impact offers staff a non-contributory scheme, that enables re-imbusement of essential health / medical costs, e.g. dental and optical costs. Scheme benefits can be enhanced, and extended to other family members by staff upgrading and paying a small monthly contribution.

## Training and Development Opportunities

Impact invests substantial resources in the training and development of our staff. We are a recognised “**Investor in People**”, meeting the national standard based on external accreditation.

We are also accredited with “**Best Companies**”, another independent survey, linked to the Sunday Times Top 100 Companies survey. We are committed to improving our rating in this national survey.

We offer not only job related training, but the opportunity to participate in a range of personal development opportunities.

We are currently offering a range of NVQ accredited qualifications for staff based in our supported housing and training services teams.

## In Conclusion.....

We are keen to employ the highest calibre staff, and in return can offer challenging – but rewarding employment, working with some of the most socially excluded people in our local communities.

**Whilst our expectations of staff are high – so are the potential rewards!**

**For further information contact or queries please contact our Human Resources Team on 01900 842100.**



More than just a landlord



## More than just a Landlord

Impact is an innovative, go-ahead organisation based in Cumbria. Most of our services are charitable. When we originally set up in 1975 our name reflected what we set out to do – Improvement through Action. We still work to the principle of improving the lives of local people by driving through changes. Over the past five years we have grown significantly, and we now provide a wide range of services throughout the whole County. In 2005, our 30th Anniversary, we had a turnover of £12m, a building programme of £8m and over 200 staff.

## Housing

Our main activity is renting good quality affordable housing. We have nearly 3,000 properties throughout Cumbria. Our housing meets high standards, and we offer a friendly and flexible service to our tenants. Although most of our properties are in Carlisle, Workington and Penrith, we also have housing in rural areas, including the Lake District National Park. We aim to house people with the greatest housing need first before considering others. Increasingly, we provide shared equity housing, or property for sale. We also work in partnership with other organisations to meet housing need.



## Housing with Support

We are the major provider of supported housing in Cumbria. We offer a wide range of housing with support. Our aim is to enable people to live as independently as possible, or build up the skills and confidence to live free from support. We cater for people with a variety of support needs, including :

- Learning Disabilities
- Mental Illness
- Ex-Offenders
- Young People at Risk
- Teenage Parents
- Domestic Abuse
- Substance (Drug and Alcohol) Misuse
- Single Homeless
- Frail Elderly

We provide some of the support ourselves, but the majority is provided in partnership with local voluntary agencies.

We additionally provide support to people in their own homes. This is particularly relevant where people have a short term or crisis support need, for example people who have suffered domestic abuse.



## Regeneration

Regenerating local communities is a key part of our work. A good example can be seen in Workington, where we have been involved in

- Refurbishing old buildings which contribute to Workington's heritage (for example the landmark Workington Brewery)
- Making areas of the Town more attractive (eg. converting derelict buildings in the Portland Square Conservation Area)
- Involving residents in designing services (eg. the Wilson Street pedestrianisation)
- Improving local housing and facilities (eg. taking on and turning around the rundown Salterbeck estate)

## Community Based Services

Some of our services are designed to be used by the wider community. These include:

### Sfere – the Eden Foyer, Penrith

This has a Cyber Café, free internet access, training facilities/ courses which can be used by local people throughout Eden. It also offers a range of information and advice geared towards young people. There are 15 flats on-site for young people who are involved in training programmes.

### Centre 47 – Nelson Street, Carlisle

This has a Café, meeting rooms for hire, and workshop/office accommodation.

### Cumbria Furniture Services

Our recycling business for furniture and white goods is based at Centre 47, although we also have outlets in Penrith and Ulverston.

## Training Services

We provide training for people tailored to meet their specific needs. Most of our training is on a one to one basis. Our Entry into Employment (E2E) training is mainly for people under 25 who have fallen through the net at school, and who want or need to increase their basic skills, including numeracy and literacy. We also run Job Centre Plus development which is geared to helping people get back into employment or vocational training.





For more information about us, please get in touch as follows:

Head Office: 01900 842100

Carlisle: 01228 633600

Salterbeck: 01946 833100

Email: [enquiry@impacthousing.org.uk](mailto:enquiry@impacthousing.org.uk)

Website: [www.impacthousing.org.uk](http://www.impacthousing.org.uk)

Our Head Office is:

Nook Street, Workington, Cumbria CA14 4EH.

Tel: 01900 842100 Fax: 01900 842101

Impact Operates as a Charity

We can provide information in Large Print, Braille, or other Languages. Please just ask.

For Type talk users please prefix 18001 in front of the number you are calling.

