**HAMMERSMITH UNITED CHARITIES**

**HEAD OF HOUSING AND PROPERTY APPLICATION FORM**

**Thank you for your interest in Hammersmith United Charities, we appreciate you taking the time to complete this application form. Please note that:**

* All sections should be completed in full
* The closing time for all applications is at noon on Monday 9th November**.** Applications *will not* be accepted after this date and time. It is anticipated that first round interviews will be held during the week commencing 16th November, meetings with residents and staff during w/c 23rd November and final interview and presentation during w/c 30th November
* Please email your response to [clerk@hamunitedcharities.com](mailto:clerk@hamunitedcharities.com) and use the subject line: Head of Housing and Property
* Applications must be submitted as a Microsoft Word or PDF document format only and should be typed
* Hammersmith United Charities is an Equal Opportunities Employer.

**Your details**

Surname: First Name:

Address: Home Telephone No: E-mail Address:

Mobile Phone No:

Where did you first see this position advertised?

**IT proficiency:**

Please describe your proficiency in the packages below eg no knowledge, basic working knowledge, proficient, expert

**Microsoft Word \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Microsoft Excel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Microsoft Outlook \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Microsoft PowerPoint \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please list the Housing Management Systems you have worked with along with your level of proficiency

|  |
| --- |
|  |

**Employment History (starting with most recent)**

**Name of Employer:**:

Post: Salary Dates: :

|  |
| --- |
| Describe Relevant Duties: |

|  |
| --- |
| Reason for leaving: |

**Name of Employer:**:

Post: Salary Dates:

|  |
| --- |
| Describe Relevant Duties: |

|  |
| --- |
| Reason for leaving: |

**Name of Employer:**:

Post: Salary Dates:

|  |
| --- |
| Describe Relevant Duties: |

|  |
| --- |
| Reason for leaving: |

**Name of Employer:**:

Post: Salary Dates:

|  |
| --- |
| Describe Relevant Duties: |

|  |
| --- |
| Reason for leaving: |

**Availability**

If you were offered the job, when could you start?

**Education (starting with most recent)**

Course Title:

College/University:

Dates:

Course Content: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Title:

College/University:

Dates: from:

Course Content: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional or other qualifications, apprenticeships, memberships of professional organisations:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other training you have received which you consider relevant:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Your experience**  *Please summarise the experience that you have which is* ***relevant to this role*** *in the box below* |
|  |
| **Your interest in this role**  *Please explain what attracts you to this role and how it fits with your career path in the box below* |
|  |
| **How you would make a difference**  *Hammersmith United Charities has been making a difference for the past 400 years. Please summarise in the box below how you would make a difference in this role.* |
|  |

Please provide two referees – one of whom should be your present or most recent employer. All appointments are subject to satisfactory references. **Referees will not be contacted without your prior consent.**

**Referee 1.**

Name:

E-mail Address:

Address:

Telephone Numbers: Work

How do you know this person:

**Referee 2.**

Name

E-mail Address:

Address:

Telephone Numbers: Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work:

How do you know this person:

I declare that the information given on this form is correct and can be treated as part of any contract of employment.

Signed: Date: