September 2023

Dear applicant,

**Maintenance Coordinator post with Canopy**

Please find attached an application form for the above post.

Please complete the application form setting out how you meet the person specification for the post. Please do not attach a CV or send any other documents, as these will not be considered. You can find out more information about Canopy at our website [www.canopyhousing.org](http://www.canopyhousing.org)

Please email your application to [job@canopyhousing.org](mailto:job@canopyhousing.org) by the deadline, **5:00pm on Monday 29 April 2024**. Please entitle the document with your name and the name of the post for which you are applying in the filename so we know who the application is from. Alternatively, please post the form to our office in Burley, Leeds (address above) by the closing date.

The application pack is a word document so please insert text and expand the document. Please provide clear, concise answers to show how you meet the criteria. A large quantity of information will not necessarily make a better application.

We look forward to receiving your application.

Yours faithfully

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:**

|  |
| --- |
| 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.** | | | | | |
| From  MM/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, add more rows or put more than one entry in the bottom row.** | | |
| **Date (optional)** | **Training Provider / College / School** | **Details of course, qualification and subject studied** |
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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.**  **Maximum 1,500 words** |
|  |
| **Do you have a full driving licence? Yes/No** |

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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. Offers of employment may be subject to a satisfactory Disclosure and Barring Service 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?** |

|  |
| --- |
| 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: ……………… |

**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.

If you are submitting a printed copy of this form, please print this sheet on an odd numbered page so that we can separate it from your application form.

* Are you Female [ ] Male [ ] Non-binary [ ]
* Is the gender you identify with the same as your sex registered at birth? Yes [ ] No, please state gender identity
* Which of the following best describes your sexual orientation? Straight/Heterosexual [ ] Gay or Lesbian [ ] Bisexual [ ] Other sexual orientation, please state
* Age 18-21 [ ] 22-30 [ ] 31-40 [ ]  41-55 [ ] 56-65 ( ) 66+ ( )
* National Identity: British [ ] English [ ] Welsh [ ] Scottish [ ] Northern Irish [ ] Other, please state:
* **Ethnic groups:**

White

* + English, Welsh, Scottish, Northern Irish or British [ ] Irish [ ]
  + Gypsy or Irish Traveller [ ] Roma [ ] Any other White background, please state

Mixed or Multiple ethnic groups

* + White and Black Caribbean [ ] White and Black African [ ] White and Asian [ ] Any other Mixed or Multiple background, please state

Asian or Asian British

* + Indian [ ] Pakistani [ ] Bangladeshi [ ] Chinese [ ] Any other Asian background, please state

Black, Black British, Caribbean or African

* + Caribbean [ ] African background, please state
  + Any other Black, Black British or Caribbean background, please state

Other ethnic group

* + Arab [ ] Any other ethnic group, please state
* Do you have any disabilities? Yes [ ] No [ ]
* If yes, please describe:
  + What is your religion? No religion [ ] Christian (including Church of England, Catholic, Protestant and all other Christian denominations) [ ] Buddhist [ ] Hindu [ ] Jewish [ ] Muslim [ ] Sikh [ ] Any other religion, please describe
* Where did you see the advert / hear of the vacancy for the post?