INDEPENDENT HOUSING OPPORTUNITIES (TANDRIDGE)

Registered Charity No. 1058275

A red car parked outside of a building

Description automatically generated

Supported Housing Manager

Application Form

Please return all completed pages to:

Independent Housing Opportunities (Tandridge)

Diana Francis House

Alexander Crescent

Caterham on the Hill

Surrey

CR3 5ZG

Tel: 01883 337218

email: [ihotdfh@yahoo.co.uk](mailto:ihotdfh@yahoo.co.uk)

[www.ihot.org.uk](http://www.ihot.org.uk)

**Closing Date: 17.00 – Friday 31 May 2024**

Interviews are expected to take place at DFH on Thursday 13 June 2024

Please complete in **black** ink/type

**If you can’t fit everything you think is relevant in the sections below, please include it in your supporting statement**

|  |  |
| --- | --- |
| **First name** | **Surname** |
| **Address**  **Post code** | |
| **Telephone** (contact number) | |

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| --- | --- | --- |
| **Summary of previous employment**  (paid or unpaid) | | |
| **Employer** (1)  (name and address) | **From**  (month/year) | **To**  (month/year) |
| **Job title/role** | | |
| **Summary of role/responsibilities** | | |
| **Reason for leaving** | | |
| **Salary at time of leaving** | | |

|  |  |  |
| --- | --- | --- |
| **Employer** (2)  (name and address) | **From**  (month/year) | **To**  (month/year) |
| **Job title/role** | | |
| **Summary of role/responsibilities** | | |
| **Reason for leaving** | | |
| **Salary at time of leaving** | | |

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| --- | --- | --- |
| **Employer** (3)  (name and address) | **From**  (month/year) | **To**  (month/year) |
| **Job title/role** | | |
| **Summary of role/responsibilities** | | |
| **Reason for leaving** | | |
| **Salary at time of leaving** | | |

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| **Summary of education** | | | |
| **From**  (year) | **To**  (year) | **School/College/University** | **Qualification(s)** |
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| **References**  (including current/last employer) | |
| **Reference** (1)  (name and address/contact details) | How the person is known to you |
| Can we contact before interview? | Yes/No |
| **Reference** (2)  (name and address/contact details) | How the person is known to you |
| Can we contact before interview? | Yes/No |
| **Reference** (3)  (name and address/contact details) | How the person is known to you |
| Can we contact before interview? | Yes/No |

**Supporting Statement**

Please tell us – in no more than two sides of A4 – why your skills and experience make you suitable for this role.

Refer to the Person Specification to see what we are looking for.

You can attach a separate document if that is easier.

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| **Further Information** | |
| IHOT is keen to work with people who may have a disability (whether visible or not) and will try to make reasonable and practical changes to meet any needs you have | |
| **Do you have any needs we should be aware of/try and meet?** | Yes/No |
| If Yes, what are they? |
| **Do you have any needs we should be aware of/try and meet at the time of interview?** | Yes/No |
| If Yes, what are they? |
| **This role requires attendance at Diana Francis House (DFH) in Caterham – including the possibility of evenings and weekends in the event of an emergency** | |
| **Please confirm you will be able to attend at DFH as required** | Yes/No |
| **I have my own transport** | Yes/No  If No explain how you will get to DFH |

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| --- | --- |
| **Employment Status** | |
| If I am offered the role, my preference is to be: | |
| **An employee of IHOT** | Yes/No |
| **Self-employed (consultancy basis)\*** | Yes/No |
| \*If Self-employed, I confirm I have adequate insurance arrangements (Professional Indemnity/Public Liability etc.). | Yes/No/Not Applicable  Insurance arrangements are subject to agreement by IHOT |

|  |  |
| --- | --- |
| **Declaration** | |
| I confirm the information I have given on this form (and any separate document) is true and can be treated as part of any subsequent Contract of Employment  I confirm I am eligible to work in the United Kingdom | |
| **Signature** | **Date** |
|  |  |

End of Application

Please complete and return the Equal Opportunities Monitoring Form

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