INDEPENDENT HOUSING OPPORTUNITIES (TANDRIDGE)

Registered Charity No. 1058275



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

[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**

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| **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** |

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| --- | --- | --- |
| **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/NoIf 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 ApplicableInsurance arrangements are subject to agreement by IHOT |

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| **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 EmploymentI 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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