

**CONFIDENTIAL APPLICATION FORM**

**THE SALVATION ARMY**

**(REPUBLIC OF IRELAND)**

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| **POSITION DETAILS** |

**Post applied for**: **Housing and Tenancy Sustainment Officer**

**Reference:** TSA/HTSO

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| **CANDIDATE INSTRUCTIONS** |

Please read the instructions carefully before completing this form and returning it before **Close of Play Sunday 13th July** to **emma.gillan@salvationarmy.ie**

In each section, if you need more space, please continue on a separate sheet if necessary.

It is the policy of the Salvation Army to verify details given in the application form at interview.

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| **GENERAL EDUCATION AND QUALIFICATIONS** |

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| **Name of School** | **Subject** | **Qualification Gained** | **Date of Award** |
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**FURTHER EDUCATION (Please complete if you are currently studying for a qualification)**

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| **Name of School** | **Subject** | **Qualification Gained** | **Date of Award** |
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| **MEMBERSHIP OF PROFESSIONAL OR TECHNICAL BODY** |

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| **Professional Body** | **Level of Membership** |
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| **RELEVANT TRAINING** |

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| **Course Title and Details** | **Date of Training** |
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| **COMMUNITY/VOLUNTEER EXPERIENCE** |

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| **Name and address of organisation** | **From** | **To** | **Job title** | **Responsibilities** |
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| **GENERAL INFORMATION** |

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| **Interests/Hobbies (please give details of pastimes, sports etc.):** |

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| **EMPLOYMENT HISTORY** |

Please include details of your most recent employment, and then give details of other employment, working backwards from the most recent. Work history dates are requested to ascertain continuity of work and have no relevance to the applicant’s age. Applicants are required to explain any gaps in employment. Please continue on a separate sheet if necessary.

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| **Name and address of employer and nature of business** | **Position held and brief description of responsibilities** | **Dates from (month/year)** | **Dates to (month/year)** | **Salary and reason for leaving** |
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| **REFERENCES** |

Please provide the names and full contact details of 2 referees. These MUST include your present or last employer. Students should include head teacher, tutor, professor as appropriate. These should **NOT** be members of your family.

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| **Referee 1:**  Name:  Occupation:  Address:  Postcode:  Telephone number:  Email address:  Relationship to you: | **Referee 2:**  Name:  Occupation:  Address:  Postcode:  Telephone number:  Email address:  Relationship to you: |

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| I give my permission for the management of the Salvation Army to seek confidential references.  **Signed: Date:**  If you **do not** want us to contact your present or last employer prior to interview please put a cross in the box |

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| **SUPPORTING INFORMATION** |

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| **Please supply further details in support of your application. Include any relevant experience or training, stating why you are applying for this post.** |

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| **RELATIONSHIPS** |

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| **Are you related to anyone at the centre/headquarters at which you are applying to work?**  Yes  No  If you have answered **YES**, please state:  Name of relative:  Nature of relationship:  NB It is not Salvation Army policy for a family member to line manage another family member. |

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| **REHABILITATION OF OFFENDERS ACT (1974) EXCEPTIONS ORDER (1975)** |

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| Because of the nature of the work you are required to disclose any criminal convictions which for other purposes may be ‘spent’. Any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be completely confidential.  Do you have any convictions to disclose:  If **YES** please give details:  NB Applicants may be required to attend a Doctor, chosen by the organisation, for an independent medical assessment before commencing employment, or during their employment, as deemed necessary. |

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| **DECLARATION AND UNDERTAKING** |

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| I hereby declare that the information provided on this application form is correct and complete to the best of my knowledge. I undertake to comply with the reasonable requirements of my employer in respect of personal conduct during working hours.  I give consent to the Salvation Army processing the personal data included on this form for the purpose of equal opportunities monitoring and for the purpose of the recruitment process and, if applicable, my future employment with them.  **Signed: Date:** |

**NB** Canvassing Officers of the Salvation Army, directly or indirectly, or providing false information with regard to this application shall disqualify the candidate from such an appointment or if discovered after appointment may lead to dismissal.

**Special note to all applicants!**

Applicants should be in sympathy with the Christian principles on which our work is based. Christian principles do not imply any specific denomination.

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| Thank you for the time taken to complete this application form and for the interest you have shown in working for the Salvation Army.  We regret that we are not normally able to acknowledge receipt of your application form. |

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| **HEALTH** |

Subject to the legal requirements to ensure that our staff are physically and mentally fit for their specific roles, applicants suffering from a disability will be given the same consideration as other applicants:

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| **Do you suffer from a recurring illness or disability:**  Yes  No  NB Your employment with the Salvation Army may be subject to a medical report. |

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| **Do you require any particular facilities to enable you to attend the interview or to carry out the position applied for?**  Yes  No |

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| **MONITORING FORM A** |

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| The Salvation Army promotes equality in the workplace and demands fair and equal treatment of all applicants. **The information you give in this section will in no way affect the consideration of your application for employment** | |
| Position applied for: **Housing and Tenancy Sustainment Officer**  Post Reference: TSA/HTSO  When could you take up the post if appointed?: | |
| **SURNAME:** | **FIRST NAME:** |
| **TITLE:** | |
| **ADDRESS FOR CORRESPONDENCE:** | **HOME ADDRESS (if different)** |
| **DAYTIME CONTACT NUMBER:** | **EMAIL ADDRESS:** |
| **Do you hold a current driving license?**  Yes  No | **Do you own a car?**  Yes  No |
| **Do you need a work permit to work in the RoI?**  Yes  No | |
| **PRSI Number:** | |
| **Have you ever worked for the Salvation Army before?**  Yes  No  If YES, please give details: | |
| **Are there any dates on which you are unable to attend an interview?** | |