

CONFIDENTIAL



Creu cymunedau i fod yn falch ohonynt
Creating communities to be proud of

Application for Appointment

ROLE: Volunteer Tenant Co-optee to the Tenant Services Board

COMPLETING THE APPLICATION FORM

The following information is necessary to ensure that full consideration can be given to all applicants. The information provided will be treated as strictly confidential. Please complete the application form in full, in ink or type. If you require assistance completing this application form, please contact us.

POST DETAILS

Role applied for: **Volunteer Tenant Co-Optee to the Tenant Services Board**

Closing Date: **31 October 2021**

How did you find out about this vacancy?

Do you need permission to work in the UK? Yes ☐ No ☐

Evidence of your right to work in the UK will be required at interview stage

PERSONAL DETAILS

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other: ☐

Surname:

Forename(s):

Address:

Post Code:

Home Telephone No: Mobile Telephone No:

Personal E-Mail:

How would you prefer us to contact you?

"Cartrefi Conwy is committed to the delivery of equality and diversity in all its activities. Applications will be considered solely on merit, irrespective of age, gender, colour, race, disability, marital status, religion, beliefs, sexual orientation or ethnic or national origin".



Governance Team, Cartrefi Conwy, Morfa Gele,
North Wales Business Park, Cae Eithin, Abergel, Conwy, LL22 8LJ

01745 335507

govadmin@cartreficonwy.org

www.cartreficonwy.org

Cartrefi Conwy Cyf is a Community Benefit Society • Cartrefi Conwy is the trading name of Cartrefi Conwy Cyfyngedig



RELEVANT EXPERIENCE

We will consider your application based on the relevance of your experience and skills for the position advertised. If you have a current CV, please attach it with this application form. If not, please summarise here any work or volunteer experience that you have which you feel is relevant to support your application.

<i>Dates</i>		<i>Employer / Organisation</i>	<i>Position Held / What you did</i>
<i>From:</i>	<i>To:</i>		

<i>Dates</i>		<i>Details of relevant qualifications, Membership of Professional Bodies. Commencing with your current or most recent.</i>
<i>From:</i>	<i>To:</i>	

RELEVANT SKILLS & EXPERIENCE

Drawing on your personal and work experience, education, training and interests, please set out how you feel your skills, knowledge and experience are relevant and how you will satisfy the Role Description and Person Specification referred to in the published advert or accompanying information pack. Continue on a separate sheet if necessary.

EQUALITY ACT 2010

The Equality Act 2010 defines disability as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities. Cartrefi Conwy views disability positively and will interview all disabled applicants who meet the essential criteria of the post, providing we are informed of the disability in this section of the application form. **Please state NONE if not applicable.**



CLOSE PERSONAL RELATIONSHIPS & OTHER DECLARABLE INTERESTS

Close Relations include Husband, Wife, Partner, Parents, Grandparent, Sister, Brother and similar relations by marriage e.g Brothers In Law, Mothers In Law etc.

- | | | | | |
|---|-----|--------------------------|----|--------------------------|
| 1. Are you closely related to someone employed within the Cartrefi Conwy Group or a serving Board / Committee member? | Yes | ☐ | No | ☐ |
| 2. Are you connected to an organisation that does business with the Cartrefi Conwy Group? For example are you self-employed / the owner / a Director / partner / employee of such an organisation | Yes | ☐ | No | ☐ |
| 3. Do you have any connection with one of the Local Authorities / Councils? For example as an Elected Member or Council Employee | Yes | ☐ | No | ☐ |
| 4. Are you a tenant or leaseholder, or related to a tenant or leaseholder of Cartrefi Conwy? | Yes | ☐ | No | ☐ |
| 5. Are you a likely to wish to seek employment within the Cartrefi Conwy group in the future? | Yes | ☐ | No | ☐ |

If YES, please provide details in each case – this is a legal requirement

ADDITIONAL INFORMATION

Please use this space to provide any additional information you consider relevant to your application.

DECLARATION

Eligibility

In the following circumstances an individual will not be eligible for appointment;

- if at any time they have been or are disqualified from acting as a director of a company, as a board member of another registered society or as a charity trustee for any reason; or
- if they have been convicted of an indictable offence which is not, or cannot be, spent; or
- if a composition is made with that person's creditors generally in satisfaction of that person's debts;
- if they are a tenant of Cartrefi Conwy and are in material or serious breach of their tenancy.

General Data Protection Regulations and the UK Data Protection Act 2018

The General Data Protection Regulations set out certain requirements for the protection of your personal and sensitive information and also gives you certain rights. Except to the extent we are required or permitted by law, the information which you have provided in this application form and any other information obtained or provided during the course of your application ('the information') will be used solely for the purpose of assessing your application.

If your application is unsuccessful, or you choose not to accept any offer of appointment we make, the information will not be held for longer than six months, after which time it will be destroyed.

If your application is successful, the information will form part of your personnel file and we will be entitled to process it for all purposes in connection with your appointment.

I declare that the information provided in this application is correct to the best of my knowledge.

Signed:

Date:

Print Name:

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Cartrefi Conwy is registered with the Financial Conduct Authority. Registration Number: 30457R and

is regulated by the Welsh Ministers as a Registered Social Landlord. Registration number: L148

