



Job Application Form

Estate Assistant

About Roman Way Estate

Roman Way Estate CIC was established in 2008 by residents who felt they wanted to have more input into their local area and have more involvement and say. Following on from this, residents were offered the chance to vote on whether they wanted Roman Way Estate to take over the day-to-day management of properties on behalf of Birmingham City Council. Residents voted in favour of Roman Way Estate managing the estate. The estate manages over 200 properties on behalf of Birmingham City Council. In 2016, Roman Way Estate held a ballot with 92% of voters saying 'YES' to the TMO.

Roman Way Estate employs staff to run the organisation day-to-day and are encouraged to promote and implement the Board's vision, aims, standards and beliefs. Our main focus is to provide an excellent, high quality and efficient service which is resident focused and resident led.

Roman Way Estate is considered as a desirable place to live with it being so close to the Queen Elizabeth Hospital which is one of the highest performing NHS organisations in Europe. The estate is also local to several primary and secondary schools including grammar schools as well as colleges such as Cadbury College and Bournville College and Universities such as Newman University and University of Birmingham. The estate also boasts excellent transport links with several bus routes as well as Selly Oak and University train stations.

Roman Way Estate CIC is committed to equality of opportunity in employment. We regard this as commitment to make full use of the talents and resources of all our staff, and to ensure that no job applicant or member of staff receives less favourable treatment on the grounds of gender, marital status, disability, race, colour, ethnicity, national origin, age, sexual orientation, social background, religion, culture, or trade union activity.

To ensure that the Equalities Policy is effective, detailed monitoring of applications is carried out. Your co-operation in completing this form would be appreciated.

This information is used solely for monitoring purposes. It will be treated confidentially, and pages 2 and 3 will be detached from your application form before short listing takes place

Job Application Form

Position	Estate Assistant
Reference Number	
Location	
Return To	Company Secretary Roman Way Estate CIC 27 Underwood Close Edgbaston Birmingham B15 2SX
We aim to reflect the make-up of Birmingham's population. If you are interested, we positively encourage you to apply, whatever your race, colour, gender, disability, sexual, orientation or marital status.	

Personal Details

Preferred Title	
First Name	
Last Name	
Address	
Postcode	
Telephone Number	
Home	
Work	
Mobile	
E-mail Address	
Can we contact you at work?	
Do you hold a current SIA licence?	

Where did you learn about this vacancy?

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Please disclose a relationship you may have to a Board member or a member of staff within Roman Way Estate CIC

Name	
Relationship	

EQUAL OPPORTUNITIES MONITORING INFORMATION

PEOPLE WITH DISABILITIES

Do you have any health or disability problems that may affect your ability to carry out normal activities?

If yes, please give details

If you are invited for interview, do you need any help or support to assist you

If yes, please give details

HOW WOULD YOU DESCRIBE YOUR ETHNIC GROUP

White	Mixed	Asian or Asian British
British - A Irish - B Any other white background - C	White & Black Caribbean - D White & Black African - E White & Asian - F Any other mixed background- G	Indian - H Pakistani - J Bangladeshi - K Any other Asian background - L
Black or Black British	Other Ethnic Groups	If Not Stated
Caribbean - M African - N Any other black background – P	Chinese - R Any other Ethnic group – S	If not stated – Z

If this application is in respect of a post requiring statutory registration or a professional qualification, successful candidates will be required to produce current registration certificates prior to commencement of employment

Any information falls within the provision of the Data Protection Act, therefore will not be used for other than the post applied for

I understand that the appointment, if offered, will be subject to the information given on this form being correct and that canvassing a member of staff at Roman Way Estate CIC will disqualify me

Declaration: I declare that the information provided on this form is true and complete to the best of my knowledge and belief I understand that any false or omitted information may result in dismissal or other disciplinary action if I am appointed

Signed:..... Date:.....

POSITION APPLIED FOR	Estate Assistant
YOUR NAME	

EDUCATION	Please give details of all qualifications obtained, along with grade and date achieved Most recent first
Name and address of School/College/Institute/University	
Date From	
Date To	
Course details and exam results	
Date obtained	

Name and address of School/College/Institute/University	
Date From	
Date To	
Course details and exam results	
Date obtained	

Name and address of School/College/Institute/University	
Date From	
Date To	
Course details and exam results	
Date obtained	

PROFESSIONAL QUALIFICATIONS (Held or being studied for)

Professional Body College/Institute/University	
Date from	
Date to	
Course details and exam results	
Date obtained	

Professional Body College/Institute/University	
Date from	
Date to	
Course details and exam results	
Date obtained	

Professional Body College/Institute/University	
Date from	
Date to	
Course details and exam results	
Date obtained	

Professional Body College/Institute/University	
Date from	
Date to	
Course details and exam results	
Date obtained	

SPECIALISED TRAINING OR COURSE ATTENDED

Course Taken	
Organised By	
Location	
Date	

Course Taken	
Organised By	
Location	
Date	

Course Taken	
Organised By	
Location	
Date	

Course Taken	
Organised By	
Location	
Date	

Course Taken	
Organised By	
Location	
Date	

Course Taken	
Organised By	
Location	
Date	

MEMBERSHIP OF PROFESSIONAL BODIES
(Please give details of membership of any professional bodies)

Name of professional body	Membership Details	Expiry Date of Membership

CURRENT OR MOST RECENT EMPLOYER

Name and address of employer	
Tel Number:	
Position held	
Brief outline of duties	
Date started current or most recent employment:	
Date left employment (where applicable)	
Salary/Grade:	
Notice period required:	

1 PREVIOUS EMPLOYMENT Please give details of employment (paid or unpaid) over the last 6 years

Name and address of employer, and nature of business	
Date of Employment From	
Date of Employment To	
Position Held	
Reason for Leaving	

2 PREVIOUS EMPLOYMENT Please give details of employment (paid or unpaid) over the last 6 years	
Name and address of employer, and nature of business	
Date of Employment From	
Date of Employment To	
Position Held	
Reason for Leaving	

3 PREVIOUS EMPLOYMENT Please give details of employment (paid or unpaid) over the last 6 years	
Name and address of employer, and nature of business	
Date of Employment From	
Date of Employment To	
Position Held	
Reason for Leaving	

4 PREVIOUS EMPLOYMENT Please give details of employment (paid or unpaid) over the last 6 years	
Name and address of employer, and nature of business	
Date of Employment From	
Date of Employment To	
Position Held	
Reason for Leaving	

SUPPORTING INFORMATION

- Please give concise account of any relevant further information to support your application This may include details of:
- Responsibilities, achievements, experience, or skills gained in your current or previous employment
- What attracts you to this post
- What contribution you could make to this post
- Details of any leisure or voluntary activities, which may be relevant to support your application

REFERENCES – Please give details of two referees

One must be your current or most recent employer or school/college, if a student

Name	
Position	
Organisation	
Address	
Telephone number	
Email address	
Relationship	
May we contact this referee before interview?	

Name	
Position	
Organisation	
Address	
Telephone number	
Email address	
Relationship	
May we contact this referee before interview?	

GENERAL INFORMATION	
Do you hold a current full driving licence?	
Do you own / have access to a car for work purposes?	
Please give details of any penalty points	
Are you a citizen of a country currently within the EU?	
If not, do you require a work permit?	
Please indicate the number of days sickness/absence you have had from work during the last two years	

Because of the nature of the work in the CIC, this post is exempt from the provisions of Section 4(2) of the Rehabilitations of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975. Therefore all applicants must tell us about sentences or convictions that for other purposes would be considered to be 'spent' under the provisions of the Act. In the vent of employment, any failure to disclose such sentences or convictions could result in dismissal or other disciplinary action.

Do you have any criminal records to declare? This includes: sentence, bind-over, caution, discharge, probation, conviction	
Are there any current criminal proceedings or investigations on going against you?	
Does your name appear on the Protection of Children Act List?	
Does your name appear on the Protection of Vulnerable Adults List?	

If you have answered YES to any of the above questions, please give details below.
Any information given will be treated in complete confidence by Roman Way Estate

GUIDANCE NOTES TO APPLICANTS ON COMPLETING THE APPLICATION FORM

Please read these notes before completing the application form.

Please note that the application form provides all the information that will be used to determine whether you will receive an interview. As a result, please take time and care when completing your application form to ensure that it properly reflects your skills and ability.

1. This application form should be completed in black ink or type, so that the form may be easily photocopied.
2. To ensure equality of the information provided all applicants are requested to complete an application form.
3. Read through each section of the application form carefully before completing. You may wish to roughly pencil in details, and then write over in pen once you have checked to ensure it is correct, and you are happy that the application form accurately represents your skills and ability.
4. Please complete all sections of the application form thoroughly. If a section of the form is not relevant or does not apply to you, please state on the form, for example 'N/A' (Not Applicable)
5. In the sections regarding current and previous employment and education qualifications, please be factual and accurate.
6. In the section for 'Supporting Information', you may give whatever information you wish. However this should be relevant to the job for which you are applying. With the application form you will also have received Person Specification. This will describe essential skills and experience you will require to undertake the duties as stated in the Job Description. The Person Specification and Job Description will help you decide what further information you could give to support your application.
7. To ensure our Equalities policy is monitored, all applicants are asked to complete the Equal Opportunities Monitoring Information Form, giving further personal details about yourself. This information will be detached from the application before shortlisting. It will be treated confidentially and will be used for monitoring purposes only.
8. If you are unhappy about any section of the recruitment process, you may complain in writing to the Executive Housing Manager or Chair of Roman Way Estate CIC.
9. Applicants are requested to give the names of two referees. One of these must be your current or most recent employer and the names person should be your immediate manager or supervisor. If you have not been employed before, or have been out of employment for a long time, you should give the name of someone who knows you sufficiently well to comment on your ability to do the job. Those applying for professional medical or dental posts are required to provide details of three references.
10. When completed, please read through your application form and ensure that there are no errors or omissions.
11. Please ensure that the completed application form reaches us no later than 12 noon on the closing date stated. If your form arrives later than that time it will not be considered.
12. All information contained in this application form will be treated confidentially, and only information relevant to the post will be considered for the purpose of selecting the most suitable applicant.