**DISABILITY NETWORK HOUNSLOW**

**The Star Centre, 63-65 Bell Road, Hounslow**

**TW3 3NX**

Company limited by guarantee 04542527 Registered charity 1097010.

Phone **0208 577 0956** [answerphone will take messages at any time]

CEO: John Seear ceo@disabilitynetworkhounslow.org

Senior Caseworker: Ashi Dhillon ashi@disabilitynetworkhounslow.org

Chair: Penny Ledger penny@disabilitynetworkhounslow.org

**APPLICATION FOR PART-TIME COMMUNITY WORKER/CASEWORKER**

**Closing date noon on Tuesday 17 October**

**GUIDANCE NOTES ON COMPLETING JOB APPLICATION FORM**

Disability Network Hounslow [DNH} seeks to be an equal opportunities employer and values a diverse staff team reflecting the population with which we work. We aim to appoint the applicant who has the most relevant skills, abilities and experience for any post that we recruit as defined in the job description and person specification. We will remove the top sheets of your application form before the shortlisting so that the panel cannot be influenced by your name or gender etc, when deciding who to invite for interview.

Explain how you meet each of the criteria by giving information about, or examples of, your skills and experience gained whether as a paid worker, a volunteer or in a personal capacity. Relate your experience to the job specification: don’t just describe your past employment. For example, it is not enough simply to say ‘I understand the importance of Equal Opportunities’: you need to explain why you think it is important to this job, to demonstrate your understanding to the shortlisting panel.

Complete all sections of the application form. You do not need to send a CV

This form is a Word document you can save and complete using Word, OpenOffice or equivalent. This is a read-only document. Before you start, save it with your initials added, eg DNH application AB so that you can edit it. The “boxes” will expand to fit your text.

DNH will only use and retain information on this form as necessary for the recruitment process and will comply with data protection regulations.

Return your form, either printed as a paper document to Disability Network Hounslow at the Star Centre address above, or as an attachment to an email to penny@disabilitynetworkhounslow.org by noon on Tuesday 17 October.

We will contact everyone who completes this form after we have shortlisted candidates for interview. Interviews will be held in the afternoon of Tuesday 24 October 2023.

If you have any questions, contact penny@disabilitynetworkhounslow.org

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| Position applied for: PART-TIME COMMUNITY WORKER |

**PART ONE: YOUR PERSONAL DETAILS**

**THIS PART OF THE FORM IS CONFIDENTIAL AND WILL NOT BE SHOWN TO THE SELECTION PANEL UNTIL AFTER THE SHORTLISTING PROCESS**

|  |  |  |
| --- | --- | --- |
| **First name[s]** **What do you like people to call you?** |  | **Last Name**  |
| **Address:** |  | **Phone (Day):****Phone (Evening):****Mobile:** |
|  | **Email:**  |
|  |  |  |
| **First Employment Reference** |  | **Second Reference** |
| **Name:****Company:****Address:****Phone:** **Email:** |  | **Name:****Company:****Address:****Phone:** **Email:** |
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| An offer of employment will be made subject to satisfactory references. |  | References will be accepted for relevant unpaid work as well as employment |

**PART ONE [page 2]**

**Disability**

DNH has a commitment to making reasonable adjustments to enable our staff, volunteers and applicants to be able to work to the best of their abilities.

If you are a disabled person there are ways we can help you: Tell us how we can help remove any barriers for you in our recruitment process. We want you to do well, so it is important you tell us what you need. Our interviews will be held in the Star Centre in Bell Road which has level access. It is next to a car park which has spaces for Blue Badge holders. Many bus routes stop nearby.

If you have a health condition or disability that is relevant to this application, please briefly describe below the relevant health condition or disability and any “reasonable adjustments” you need.

**Entitlement to Work in the UK**I confirm that I am entitled to work in the UK and that if offered the post, I will be able to provide documentary evidence.

|  |
| --- |
| To the best of my belief, I have completed this application form accurately and have not withheld any information, which could reasonably be considered as relevant to my application.  |
| **Name** | **Date** |

**PART TWO**

Use this section to list qualifications that you have obtained in further or higher education and professional training. Also list any non-qualification courses that you have attended.

|  |  |  |
| --- | --- | --- |
| **Qualifications obtained**  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Non-qualification courses attended** |  |
|  |  |

**WORK HISTORY:** Start with your **most recent** employer. Include the year when you began and ended each post. We ask about unpaid work in the next section.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer’s name and business** | **From** | **To** | **Position held and brief description of job** |
|  |  |  |  |

**VOLUNTEERING**

Start with the organisation where you volunteered most recently. Include the year when you began and ended each role.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation’s name and address. What services does it provide?** | **From** | **To** | **Brief description of duties** |
|  |  |  |  |
| **Personal experience of disability, including as a carer** |
|  |
| Type in each of the boxes below. They will expand to fit your text.You might have gained skills, knowledge and experience through training, paid work, unpaid work, volunteering or personal experience. Back up what you say with examples. If you feel you are lacking in knowledge, skills, or experience, be honest and tell us what would help you to improve.  |
|  |
|  E**xperience of face-to-face individual support** |

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| --- |
| **Dealing with reports, forms, letters, and complaints**  |
| **Ability to converse in languages in addition to English** |
| **Experience of recording and reporting on your work**  |
| **Knowledge of the range of physical, sensory and psychological impairments which can lead to people needing our help** |
| **Knowledge of the barriers faced by people with disabilities and their rights** |
| **Awareness of the needs of unpaid carers and services available** |
| **Knowledge of the benefits and concessions available to people with disabilities and how to access these** |
| **Knowledge of social care services – home care and residential** |
| **Understanding safeguarding issues, especially as they apply to adults with disabilities.** |
| **IT and digital skills including Microsoft or equivalent [eg OpenOffice]** |
| **A commitment to equal opportunities and to promoting rights, dignity and choice for all individuals, and a positive commitment to working in a multicultural area,** |
| **Is there anything else you would like to tell us which you think is relevant to your application but not covered elsewhere in this form?** |