



A Charitable
Housing Association



**CESSAC & CESSA
Housing Association**

**1 SHAKESPEARE TERRACE
126 HIGH STREET
PORTSMOUTH PO1 2RH
Telephone: (023) 9282 9319**

JOB APPLICATION

POSITION:

ASSET MANAGER (2-YEAR FIXED TERM CONTRACT)

Notes: Please complete this form in black ink or type.

Signed applications must be received by the date in the advert.

Personal Details (Confidential)	
Title:	Telephone (Work)*
First name(s):	Telephone (Home)*
Last name:	Mobile phone*
Address:	* Please indicate where you would prefer to be contacted by phone, if required
Postcode:	Email Address:
Do you have the right to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you consider yourself to have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/> Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process
Are you DBS cleared? Yes <input type="checkbox"/> No <input type="checkbox"/> The ability to be cleared is a requirement before starting work with us in certain positions in the sheltered housing.	
If required in person Specification: Do you have a Full UK driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you have access to a vehicle insured for business use? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signature:	Date:

Summary of Current (or most recent) Job		
We will not approach your employer without your consent		
Employer (name and address):	Type of Business:	Number of employees:
Your Job Title (& grade, if applicable):		
Reporting to (job title):		
Date of appointment:	Current base salary:	
Other benefits:		
Period of notice:		
Current (or Most Recent) Employment - More Details		
Please describe your present or most recent appointment and who is/was responsible to you. What do you consider to have been your major contribution in the appointment, and why? What are/were your main responsibilities and objectives?		
Referees		
Please give the name and address of two people who are in a position to comment on your professional and managerial ability but who are not related to you: one should be your current or most recent employer. <i>If you do not want us to approach them without further reference to you, place a tick here:</i> <input type="checkbox"/>		
	First Referee	Second Referee
Name		
Address		
Telephone No.		
Position:		

Previous Employment – please explain any gaps					
Please give details of your employment history up to your present or most recent job					
Date started (mm/yy)	Date left (mm/yy)	Name, location & business of employer	Job	Final salary	Reason for leaving

Educational Qualifications			
What academic qualifications do you hold? If shortlisted, you should be prepared to provide proof of qualifications at the interview.			
Dates		Name of school, college etc	Give details of major subjects studied, examinations taken and results
From	To		

Professional Qualifications (Management, Administration)			
What professional qualifications do you hold? (Indicate whether by full time or by home study. If short listed you should be prepared to provide proof of any qualifications at the interview.			
Study Dates		Award giving body, qualification and level	Give details of subjects taken and where studied, examinations taken and results
From	To		
Computer and Information Technology (Where not clearly shown in other Sections)			
What specific PC software do you use (or have you used) and with which you are competent? Do you consider yourself "computer literate"?			
Change			
Why do you wish to change jobs? What attracts you to this advertised post in particular?			

Why you?

Why should we select you? Is there anything else which you wish to mention or which you consider relevant?

Interests, Hobbies & Recreational Activities

How do you spend your spare time? What is important to you outside your work?

Privacy Notice

I understand the following:

By completing, signing and sending this application, I understand the information in it (some of which may be sensitive) will be collected by CESSA HA or CESSAC as data controller. Legitimate Interest is the legal basis under which my information can be processed in order to determine my eligibility for the post advertised. If any of my material information changes, especially of my address or telephone number, I should keep CESSA HA/CESSAC office updated.

After the job has been filled, if I am not shortlisted my application will be held for six months and then destroyed, whereas if shortlisted but not selected it will be held for 12 months and then destroyed. In each case these are the recommended periods so that the documents are available in case required for any questions that might arise.

I note that: No other action will be undertaken with my data (sharing etc) without further notification, e.g. until a job interview is offered. If an interview is offered, I agree that CESSA HA or CESSAC may contact any organisation it needs to check information I have provided. I understand that further information may be requested at interview, which may inform a decision (by either party) on whether to proceed. If a job is subsequently offered and accepted, then a new privacy notice would be provided including a different legal basis for holding some of the information thereafter and how it would then be processed.

If I have any concern about how my personal data is used, I should first complain to CESSA HA/CESSAC office. If not satisfied I can also complain to the UK Information Commissioner's Office (ICO) at <https://ico.org.uk/>.

Signed Declaration

I can confirm that to the best of my knowledge the above information is correct and complete. I accept that providing deliberately false information could result in my dismissal.

Signature:

Date:

Return of Completed Form

Return completed Application Form via post to:

CESSA Housing Association /CESSAC
1 Shakespeare Terrace
126 High Street
Portsmouth
Hants, PO1 2RH
 Mark Envelope **PERSONAL & CONFIDENTIAL**

Or electronically via email to:

gill.peckham@cessaha.co.uk

➔ **Return to arrive no later than: 9.00am - Monday 12/05/2025** ←

EQUAL OPPORTUNITIES MONITORING FORM

CESSA HA & CESSAC are Equal Opportunities Employers. We are committed to a Policy of treating all employees and job applicants equally and fairly and will ensure that no potential or current employee is treated less favourably on the grounds of race, colour, ethnic or national origin, sex, sexual orientation, disability, religious or political beliefs or age. Neither shall they be disadvantaged by condition so requirements which cannot be shown to be justifiable.

To assist us in the monitoring of our performance in relation to equal opportunities, please complete the following questionnaire so that meaningful statistics may be gathered.

The questionnaire is for statistical purposes only. The information will be kept in strict confidence and will not form part of your application

Gender Man ☐ Woman ☐ Non-binary ☐ Prefer not to say ☐ If you prefer to use your own term, please specify here
.....

Are you married or in a civil partnership? Yes ☐ No ☐ Prefer not to say ☐

Age	16-24 <input type="checkbox"/>	25-29 <input type="checkbox"/>	30-34 <input type="checkbox"/>	35-39 <input type="checkbox"/>	40-44 <input type="checkbox"/>	45-49 <input type="checkbox"/>
	50-54 <input type="checkbox"/>	55-59 <input type="checkbox"/>	60-64 <input type="checkbox"/>	65+ <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English ☐ Welsh ☐ Scottish ☐ Northern Irish ☐ Irish ☐
British ☐ Gypsy or Irish Traveller ☐ Prefer not to say ☐

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐
Prefer not to say ☐ Any other mixed background, please write in:

Asian/Asian British

Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Prefer not to say ☐
Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African ☐ Caribbean ☐ Prefer not to say ☐
Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab ☐ Prefer not to say ☐ Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes ☐ No ☐ Prefer not to say ☐

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual ☐ Gay woman/lesbian ☐ Gay man ☐ Bisexual ☐
 Prefer not to say ☐ If you prefer to use your own term, please specify here

What**is your religion or belief?**

No religion or belief ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐
 Muslim ☐ Sikh ☐ Prefer not to say ☐ If other religion or belief, please write in:

What is your current working pattern?

Full-time ☐ Part-time ☐ Prefer not to say ☐

What is your flexible working arrangement?

None ☐ Flexi-time ☐ Staggered hours ☐ Term-time hours ☐
 Annualised hours ☐ Job-share ☐ Flexible shifts ☐ Compressed hours ☐
 Homeworking ☐ Prefer not to say ☐ If other, please write in:

Do you**have caring responsibilities? If yes, please tick all that apply**

None ☐ Primary carer of a child/children (under 18) ☐
 Primary carer of disabled child/children ☐
 Primary carer of disabled adult (18 and over) ☐ Primary carer of older person ☐
 Secondary carer (another person carries out the main caring role) ☐
 Prefer not to say ☐