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| **Wheatley Graduate Programme Application Form** |  |

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| NOTE: Please complete all sections of this form. All applications will be treated in confidence. You need only complete **one** application form even if you decide to apply for more than **one** Graduate option. **Please do not include a CV as these will not be used in the recruitment selection process**. |

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| **Please tell us the name of the Graduate position you are applying for** |
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| **Personal details** | | | | |
| Surname |  | | Initial(s) |  |
| National Insurance Number |  | | | |
| Full Postal Address  including Post Code | |  | | |
| Do you hold a full current driving license | | YES / NO | | |
| Telephone (home) | |  | | |
| Telephone (mobile) | |  | | |
| Email address | |  | | |

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| **How did you find out about the Graduate Programme?** | | | | | |
| Social Media |  | University Careers Portal |  | Housing Officer |  | |
| Recruitment or Wheatley Website |  | LinkedIn |  | Other |  | |

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| **Availability for Interview** |
| **Please state any dates that you would be unable to attend the interview and selection process in Glasgow in the next 2 months.** | |
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| **Academic Qualifications** | | | | | | |
| **List all University, College, Vocational and School attended courses (give details of examinations taken and results awarded or waiting)** | | | | | | |
| **College/University/School** | **Dates** | | **Study Method** | | **Qualifications Obtained, Grade(s) and Major Subject Studies** | **Date Awarded / Awaited** |
| **From** | **To** | **F/T** | **P/T** |
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| **Membership of Professional Institutes** | | |
| **Name of Institution** | **Current Status** | **Date Awarded** |
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| **Present Employment** | | | |
| **Do we have permission to contact your current employer prior to interview?** | | | **Yes / No** |
| Name of Employer |  | Address |  |
| Date Employment Commenced |  | Position Held |  |
| Present Salary and Benefits |  | Notice Period |  |
| Duties and Responsibilities: | | | |

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| **Previous Employment (List In Order – Most Recent First)** | | | | |
| **Dates** | | **Name of Employer** | **Position Held and Nature of Duties** | **Reason for Leaving** |
| **From** | **To** |
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| **To help us understand why you’re right for our Graduate Programme please answer the following questions** | |
| **Tell us why you are interested in our graduate role and how your knowledge, skills and experience will fit for our role?**  **(500 Words Limit)** |  |
| **What inspires you to start a career in housing?**  **(500 Words Limit)** |  |
| **At Wheatley Group we want our people to reflect our core values.**  **How do you demonstrate Wheatley Group’s core values?**  **(500 Words Limit)** |  |

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| **Referees** | |
| Name, Address and Occupation of 2 referees. They should know you in a work capacity, if previously employed.  One of these referees should be your current or most recent employer. \*please tick the box if you have any objections to a referee being contracted prior to interview | |
| Name: | Name: |
| Address: | Address: |
| Postcode: | Postcode: |
| Contact Number: | Contact Number: |
| Email Address: | Email Address: |
| Relationship to you: | Relationship to you: |
| \* | \* |

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| **Disability** | | |
| **Wheatley Group is a Disability Confident employer. If you consider yourself to be a disabled applicant and can demonstrate on your application form that you meet the Criteria as contained in the Person Specification you will be invited to the next stage of the recruitment process.** | | |
|  | Yes | No |
| I consider myself to have a disability as defined above and want to apply for a guaranteed place on the next stage of the recruitment process. |  |  |
| Do you need any reasonable adjustments or arrangements to be made at interviews? (E.g. interpreter for the deaf, wheelchair access) |  |  |
| If yes, please specify: | | |

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| **Canvassing** |
| Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable for dismissal. |
| **Entitlement to Work in the UK** |
| If you are successful in obtaining employment with Wheatley Group you will be required to provide appropriate documentary evidence of your eligibility to work in the UK. |

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| **Health Declaration** |
| Any offer of employment will be made conditional on completion of a medical questionnaire and on a satisfactory report being received from the Occupational Health Service in relation to the medical questionnaire. |
| **Rehabilitation of Offenders Act 1974** |
| The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored, after a ‘rehabilitation period’. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions which are ‘spent’ under the provision of the act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. If selected for interview you will be required to complete a criminal convictions declaration form which will only be reviewed if an offer of employment is being made. |

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| **Declaration (Read Carefully)** |
| The information you provide in this form will be used for the purposes outlined in the attached privacy notice including assessing your suitability for appointment; this may include contacting referees, previous employers, or educational establishments, to confirm the accuracy of the information provided.  If your application is unsuccessful we will dispose this information in line with the Wheatley Group’s retention schedules which comply with the General Data Protection Regulations and the Data Protection Act 2018. We will use the information you provide to fulfil our legal requirement to monitor equal opportunities, as fully outlined in the attached privacy notice. This information will be used for statistical purposes only.  By typing and signing my name below. I certify that all the information contained in this form is true and correct to the best of my knowledge. I realise that false information or omissions may lead to dismissal without notice. |
| Signature |
| Date |
| **Important Note**  If returning the application form by e-mail, please note that there is no need to also post a hard copy. If shortlisted you will be asked to sign your application form at a later stage. |

Please return Application to:  
**Recruitment, The Academy, Wheatley House, 25 Cochrane Street, Glasgow, G1 1HL**  
Or email:  
**recruitment@wheatley-group.com**