

**CHOICE SERVICES LTD**

APPLICATION FOR EMPLOYMENT PRIVATE & CONFIDENTIAL

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| Position applied for: |

Please complete **ALL** sections of the application form in **BLOCK LETTERS** using black ink.

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| 1. PERSONAL DETAILS Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Forenames: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Post code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Home tel no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile no.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name and address of Next of kin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Yes No  Do you have a clean, current driving licence?    Do you have access to private transport?  Details of any holidays arrangements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 2. EDUCATION & QUALIFICATIONS |
| Indicate the year, the type of exam and the subject and grade obtained (Continue on separate sheet if required) |
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| B. Professional or Technical Training or Qualifications |
| ……………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………..  …………………………………………………………………………………………………………………………………….. |

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| 3. WORK HISTORY:Please give details of your full career history over the last ten years. Start with your present/most recent post. (Continue on a separate page if necessary). | | | | | |
| EMPLOYER | | **FROM:**  DATE/  MONTH/  YEAR | **TO:**  DATE/  MONTH/  YEAR | POSITION – Include information about your position in the organisation, responsibilities exercised and reasons for leaving. | Reason for Leaving |
|  |  | |  |  |  |
| **EARNINGS (Per Annum) LAST/PRESENT EMPLOYER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period of Notice Required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |

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| **4. DATA PROTECTION:**  During your period of employment and for as long a period of necessary following your employment, Choice Services Ltd will hold and process both electronically and manually, the data it collects in relation to you for the  purposes of Choice Services Ltd administration and management of its business. |

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| **5. RELATIONSHIP TO COMMITTEE MEMBER OR EMPLOYEE OF CHOICE SERVICES LTD**  To the best of your knowledge are you related to any Board/ Committee Member or Employee of Choice Services Ltd?  Yes No If yes, what is the nature of that relationship? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **6. Declaration**  I hereby declare that the information given in this application is, to the best of my knowledge, true and correct. I also agree that any misrepresentation by me will lead to the withdrawal of any offer of employment or my employment being terminated without any obligation or liability to Choice Services Ltd other than for services rendered.  I understand that I may be required to undergo a medical examination if considered necessary. I understand that failure to complete any part of the application procedure, including all forms, may disqualify me from further consideration for the position.  I consent to personal data being processed as stated above.  Signature: Date: |

*Please return completed applications to:-*

**Choice Services Ltd, HR Department, Leslie Morrell House, 37- 41 May Street,Belfast, BT1 4DN OR**

[**recruitment@choice-housing.org**](mailto:recruitment@choice-housing.org)

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| **ADDITIONAL INFORMATION** |

Thank you for your expression of interest in the post of Plumber with Choice Services. We hope the additional information below is helpful.

* Hours: 40 hours per week, Monday to Friday
* Salary: circa £26,000 pa
* Annual leave entitlement: 20 days per year
* Public / Customary Holidays: New Year's Day, St Patrick's Day, Easter Monday, Easter Tuesday, May Day, Spring Bank Holiday, 12th and 13th July, August Bank Holiday, Christmas Day, Boxing Day and one other day around Christmas/New Year period as will be specified by the Association.
* Sick Pay – You are entitled to Statutory Sick Pay.
* A no smoking policy exists at Choice offices.
* This post is subject to a 9 month probationary period.
* All staff are required to maintain and uphold the Association’s policies and procedures.

***NB:*** *The Association through a structure of subsidiary companies is seeking to develop housing schemes throughout Ireland; therefore travel outside Northern Ireland may be necessary.*

***Please use these notes to assist you in completing your application.***

1. Use the Job Description and Person Specification to assist you in assessing if you meet the criteria for this post.
2. Criteria may be enhanced to facilitate shortlisting.
3. The panel will shortlist only on the basis of the information provided.

Ref No: **CSP/0619/**

**MONITORING FORM**

**Equal Opportunity Monitoring Form:**

**Please note, this form is regarded as part of your application and failure to complete and return it will result in disqualification.**

Choice is committed to promoting equality and diversity. It is our policy to provide employment equality to all, irrespective of gender, including gender reassignment, marital or civil partnership status, having or not having dependants, religious belief or political opinion, race, disability, sexual orientation and age.

In order to demonstrate our commitment to equality of opportunity and meet our obligations under Equal Opportunities, Fair Employment legislation and Section 75, we are required to monitor the religious affiliation, sex, marital status, family status and sexual orientation of all our job applicants.

The information you are asked to supply below will be treated in the strictest confidence and protected from misuse. This information will not be available to anyone making decisions about your application and will be used for monitoring purposes only.

Please answer each of the questions below by ticking the appropriate box.

1. **What is your Community Background?**

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am a member of neither the Protestant nor the Roman Catholic community

2. **Are you Male or Female?**

I am Male

I am Female

3. **What is your marital status?**

Married

Single

Other

4. **What is your family status?** Other

No caring responsibilities

Care for children

Care for other relative

5. **Ethnic Origin**

Please state your ethnic group

**OR** tick one or more of the following, as appropriate:

African

Bangladesh

Chinese

Caribbean

Indian

Irish Traveller

Pakistani

White

Mixed Ethnic Group

6. **Please state your date of birth:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. **Disability**

In accordance with the Disability Discrimination Act 1995, a person has a disability if they have a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

In accordance with the above definition do you have a disability? **Yes**  **No**

If yes, please provide details.

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**8. Sexual Orientation**

The Employment Equality (Sexual Orientation) Regulations (NI) 2008 make it unlawful for employers and others to discriminate on grounds of sexual orientation in the areas of employment, vocational training and further and higher education.

My Sexual Orientation is towards someone:

* Of the same sex
* A different sex
* Both

Thank you for your co-operation.

**THIS FORM ONLY SHOULD BE PLACED IN AN ENVELOPE MARKED "MONITORING OFFICER".**

**Job Description**

**Job Title:** Maintenance Engineer (Plumber)

**Department:** Choice Services

**Main Scope of Job:** Undertake Plumbing \ Trade Tasks

**Responsible to:** Maintenance Planner

**Reporting to Job Holder:**

**Overview of Post:** Choice Services, the in-house service delivery organisation within Choice Housing, are looking to appoint a Plumber to undertake response maintenance, change of tenancy, multi-trade and project works. This will include responsibilities to deliver excellent customer service.

**Location:** The person will be mobile but reporting regularly to our stores \ offices in Greater Belfast.

**Duties**

1. **Customer**
2. To provide an efficient, responsive and excellent customer focused building maintenance service to Choice customers.
3. To undertake various plumbing trade duties to ensure all works are completed in as short a time as possible.
4. To provide response maintenance activities in an efficient and polite manner.
5. To ensure that the quality of work undertaken meets the high standards expected from Choice.
6. To ensure project and change of tenancy works are completed as soon as possible minimising disruption to clients.
7. To act professionally and are courteous at all times.
8. To ensure that all works are completed in accordance with Health & Safety procedures and good working practice.
9. To maintain and develop positive working relationships with external and internal Colleagues and Departments.
10. To develop a continuously improving, customer focused, service and develop best practice.
11. Be part of an On-Call Call-Out team.
12. **Financial**
13. To ensure value for money in the provision of the service.
14. To ensure high levels of productivity, minimising down time, non-productive time, and travel time.
15. To ensure adequate van stocks to ensure high levels of first time fix.
16. To ensure waste and theft are minimised.
17. **Internal Processes**
18. To ensure compliance with all processes.
19. Schedule multi-trade works with other trades.
20. To ensure that all Health & Safety Policies and legislative requirements are complied with.
21. To ensure all records are kept up to date including worksheets and timesheets and the status of all work orders.
22. To utilise a smart-phone mobile working solution, recording all work order data.
23. To meet all targets set eg turn-around times, quality of work, cost targets, completion dates and productivity levels.
24. To participate in an on-call rota for emergency out of hours work.
25. Comply with organisation HR policies.

**4) Organisational Growth & Learning**

1. To provide feedback to colleagues and to assist in improving the overall maintenance service.
2. To advise and assist management in any matters.
3. To mentor Apprentices.
4. Attendance at tool-box talks, training and meetings as required.
5. To carry out any other duties as may, from time to time, be required.

**GENERAL**

Staff are required to be flexible in their work and co-operate with their colleagues for the efficient, effective and economic operation of Choice and carry out any other duties within reason and competence.

Staff may be required to undertake a secondment or placement elsewhere, and Choice reserves the right to make such an arrangement where it believes it will benefit Choice.

You can see further information on Choice at: <https://www.choice-housing.org/>

PERSON SPECIFICATION – Plumber

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|  | | | ESSENTIAL | DESIRABLE |
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|  | EDUCATION AND EXPERIENCE |  |  |  |
| Minimum 2 years post apprentice experience. | | | X |  |
|  |  |
| Minimum 2-3 years’ experience in residential plumbing and disabled shower installations | | |  | X |
| Sound knowledge of plumbing, mechanical & electrical shower installations | | | X |  |
|  | | |  |  |
| Current valid driving licence | | | X |  |
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|  | SKILLS AND ABILITIES |  |  |  |
| Current CSR card | | |  | **X** |
| Ability to use a PDA \ smartphone \ mobile working device | | | X |  |
|  | | |  |  |
|  | PERSONAL QUALITIES |  |  |  |
| Confident, reliable, common sense and adaptable | | | X |  |
|  | | |  |  |