

# Application Form

Confidential

**Please complete this form in type or black ink and return to the address indicated on the covering letter.**

Please refer to Guidance Notes.

If you have a disability and need any help in completing this form please contact us.

## For office use only

Reference number:

Applicant number:

## Job details

Post applied for:

Location of post:

## Personal details

Title (Mr/Mrs/Miss/Ms/Other):

First Name(s):

Surname:

Previous Surname:

Present Address:

Postcode:

Telephone No (home):

Telephone No (work):

Telephone No (mobile):

National Insurance No:

## General details

Do you hold a full driving licence? (If applicable)

yes

no

Do you have the use of a car at all times? (If applicable)

yes

no

Are you a close relative of any member of the Association's staff, its Board of Management, Regional Committees or its tenants/clients?

yes

no

If yes, please state relationship and location:

Are you a tenant at a Housing 21 Court?

yes

no

Have you previously worked for or supplied services to Housing 21?

yes

no

If yes, please give details of post(s), location(s) and date(s):

## Current or most recent employment

Name and address of current  
or most recent employer:

Present or most recent post:

Date employment commenced:

Please list the five main duties and responsibilities  
of this post:

- 1.
- 2.
- 3.
- 4.
- 5.

If offered this job, will it be your main employment?

yes

no

## Previous employment

Including any relevant voluntary work. (Most recent first explaining any gaps in employment – required under National Minimum Care Standards). Please continue on a separate sheet if necessary.

From	To	Employer's name and address	Post held and brief details

## Details of any professional qualifications, relevant courses and/or any other information

(For positions in Home Care please include any care/nursing experience not shown above)

(Please continue on a separate sheet if necessary)

## Supporting information

Please refer to the guidance notes and person specification. You are required to evidence how you meet the criteria of this vacancy. **Please show how you meet each of the requirements using the headings shown in the person specification (qualifications/experience, skills/abilities, knowledge).**

(Please continue on a separate sheet if necessary)

## References

Please give details of **two** referees – one should be your current or most recent employer. Where possible both referees should be current or past employers. An offer of employment will be subject to receipt of two references satisfactory to the Association and we reserve the right to contact any former employers before an unconditional offer of employment is confirmed.

**References cannot be accepted from personal friends or relatives.**

**1.** Name:

Position:

Address:

Telephone No:

**2.** Name:

Position:

Address:

Telephone No:

May we contact this referee prior to interview?

yes  no

May we contact this referee prior to interview?

yes  no

# Equal opportunities in employment

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## Equal Opportunities Monitoring Questionnaire

Housing 21 is committed to continuing to develop its Equal Opportunities policy in order to ensure its employees reflect the diverse communities we serve. We are committed to selecting people on the basis of their ability to do the job irrespective of their gender, age, ethnic origin, sexual orientation, disability, religion or belief. We are monitoring these categories to ensure our policies and procedures comply with legislation.

**This information is voluntary and we would be grateful if you could help us by completing this detachable form. The information provided is not made available to the shortlisting/interview panel and is used for monitoring purposes only.** Please complete all sections of the questionnaire by placing a tick (or by providing information where appropriate) in the classification box applying to you in each section.

Post applied for:

Applicant Number:

Department/Region:

Date of Birth:

### Gender

Male

Female

### Age

Under 20

50-59

20-29

60-69

30-39

70 and over

40-49

### Sexual Orientation

Bisexual

Gay/Lesbian

Heterosexual

Prefer not to answer

### I would describe my race or ethnic origin as:

(These categories are in line with those used by National Statistics in the 2001 Census)

#### White

British

Irish

Other

#### Black or Black British

Caribbean

African

Other

#### Asian or Asian British

Indian

Pakistani

Bangladeshi

Other

#### Mixed

White & Black Caribbean

White & Black African

White & Asian

Other

#### Chinese or other ethnic group

Chinese

Other

Prefer not to answer

## Religion or Belief

Buddhist

Jewish

Other Religion (please specify):

Christian

Muslim

Belief (please specify):

Hindu

Sikh

No Religion/Belief

Prefer not to answer

## Disability

Do you have a disability as defined by the Disability Discrimination Act 1995 (i.e. do you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities?)

yes     no    If yes, please give details

If invited to interview do you have any specific requirements?

yes     no    If yes, please give details

Housing 21 is committed to making reasonable adjustments where possible.

## Where did you see the job advertised?

Newspaper/Publication

Please state name \_\_\_\_\_

Internet

Please state source \_\_\_\_\_

Internal bulletin

Other

Please provide details \_\_\_\_\_

Do you have the right to work in the UK?

yes  no

Please refer to the enclosed Asylum and Immigration document for more information.

Under the Asylum and Immigration Act 1996 it is a criminal offence to employ someone who does not have permission to work in the UK. Any offer of employment will be subject to production of appropriate identity documentation. All documents need to be originals.

## Criminal convictions

Please check the disclosure information sheet and if the post for which you are applying is on it please complete section A) below. If your post is not on the list please complete section B) below.

### A) Posts requiring disclosure checks

Housing 21 aims to protect its service users and has certain posts which satisfy the criteria set out in the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) which require applicants for these posts to declare both spent and unspent convictions. As a registered body, we also have access to criminal records through the Criminal Records Bureau and the successful applicant will undergo an enhanced check.

Have you ever been convicted of a criminal offence, received a caution, reprimand, final warning or do you have any pending criminal charges?

yes  no

If yes, please provide details below. You should include details of the offence, if convicted, cautioned, reprimanded or given a final warning and the sentence (if applicable).

### B) Posts not requiring disclosure checks

If the post you are applying for is not on the disclosure information sheet you must tell us whether you have any unspent convictions.

Do you have any unspent convictions?  yes  no

If yes, please provide details below.

Do you have any specific requirements to help you attend an interview?  yes  no

If yes, please give details:

## Signature

I confirm that the information I have given is, to the best of my knowledge, true and complete and can be treated as part of my subsequent contract of employment. I agree that the information given on this form may be used for registered purposes under the Data Protection Act 1998.

Signature:

Date: