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| **application for employment** |



Please complete this form in black ink or type. Please read through the Guidance for Job Applicants document **before** completing this form. The information you provide in this application is the only information we will use in deciding whether you are shortlisted, so please give as much relevant information as possible.

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| **Application for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Job Title)** |
| **Personal Details** |
| **First name(s)** |  | **Title** |  |
| **Surname** |  | **Known as** |  |
| **Address** |  |
|  | **Postcode** |  |
| **Telephone Number** | **Home:** | **Mobile:** | **Work:** |
| **Email Address** |  | **National Insurance Number** |  |
| **Do you need a UK work permit to be employed, under the terms of the Immigration and Asylum Act 1996?** We will require you to provide any documents relating to this prior to any offer of employment.  | Yes/No |
| **Are there any dates you are not available for interview?** |  |
| **References** |
| Please give the names and addresses of two referees, one of whom **must** be your current or most recent employer or, if this is an application for your first job, your school teacher or further education lecturer. The second referee should be someone who knows you in a professional capacity. It should not be a relative or contemporary. Any offer of employment made to you will be dependent on whether we receive satisfactory references from the two people you nominate. We will contact your referees only if we offer you the job, and not before. |
| **Name** |  | **Position** |  |
| **Organisation** |  | **Email address** |  |
| **Address** |  |
| **Contact telephone number(s)** |  |
| **Is this your** (please circle or highlight) | Current employer | Most recent employer |
| **Name** |  | **Position** |  |
| **Organisation** |  | **Email address** |  |
| **Address** |  |
| **Contact telephone number(s)** |  |
| **In what capacity do you know your second referee?** |  |
| **I authorise you to obtain references on my behalf, subject to me being offered the post** (please tick) |  |
| **Personal Career** |
| We would like to know of any work experience (paid or unpaid) you have. You could include involvement in groups such as tenant’s associations, schools, community groups etc. Please start with your current or most recent employment. Please continue on separate sheet(s) if needed. **Please do not attach a CV.** |
| **Current / Most Recent Employment / Voluntary Work** |
| **Employer’s Name** |  | **Telephone number** |  |
| **Job Title/Duties** |  |
| **Reason for leaving/wanting to leave** |  |
| **Date commenced** |  | **Date left** |  |
| **If in a supervisory or managerial post, how many staff were directly responsible to you?** |  |
| **Salary/Wage/Earnings**\* | **£** | **per hour/week/month/annum**\* |
| **Hours worked per week** |  | **Current notice period** |  |
| **Any other information** |  |
| *\*delete as appropriate* |
| **Previous Employment** |
| **Employer** | **Start Date** | **End Date** | **Job Title / Duties** | **Salary on Leaving** | **Reason for Leaving** |
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| *If this space is not sufficient, please continue on a separate sheet.*  |
| **If there have been any gaps in your employment please give details here.**  |
| *If this space is not sufficient, please continue on a separate sheet.*  |
| **Education and Qualifications** |
| We would like to know of any professional qualifications you hold, or are studying for, or any training you have completed, that is relevant to the post you are applying for. Please also include your education from GCSE level or equivalent to degree level, in chronological order. Please give dates attained, the professional body attained through, and any further necessary details. Please continue on separate sheet(s) if required. |
| **Date From** | **Date** **To** | **School/ College/ University/ Other** | **Subject** | **Level/Grade or Classification of Degree** | **Date Obtained** |
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| **Job Description** |
| Looking at the Job Description, please tell us (in no more than an A4 side of paper) what skills and attributes you have, including any experience you have and how you feel you can fulfil the role. |
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| **Additional Information** |
| **Do you have a current driving licence and access to a motor vehicle?** | Yes/No |
| **If yes, do you have any current endorsements and what are they for?** |  |
| **Do you have any holidays booked over the next 12 months?** (Please provide dates) |  |
| **Canvassing** |
| **Are you a relation, or friend of any employee or associated person of Derventio Housing Trust?** *If yes, give details below.* | Yes/No |
| **Name** |  | **Position** |  |
| **Relationship** |  |
| **Are you or have you ever been a resident, client or landlord with Derventio Housing Trust?** *If yes, give details below.* | Yes/No |
| **Date(s) you were a resident, client or landlord** |  |
| **Project you were a resident, client or landlord with** |  |
| ***If you are, or have been, a resident, client or landlord of the company and you do not declare this, or you ask any employee to use their influence to help you get this job, you will be disqualified. If we discover evidence of this after your appointment, you could be dismissed without notice.*** |
| **Barriers** |
| **Please tell us how we can remove any barriers for you in our recruitment process and at interview. For example, you might need wheelchair access, a British Sign Language interpreter or information in another format. Please tell us here.** |
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| **Data Protection Act (2018)** |
| Information on this form may be held electronically. We will observe strict confidentiality, and disclosure will only be made for statistical purposes, without disclosing the identity of applicants. We retain information on unsuccessful applicants for a six month period, after which time this information is disposed of securely.All information will be held during your period of employment, as a requirement of your employment contract. Upon termination of your employment, this information will be kept for a period of five years, unless you request us to remove this.Please note, if you opt for the right to be forgotten upon termination of your employment, the company will be unable to provide any reference on your behalf as we will hold no records on you. |
| **Please tick this box as your consent to opt in to the company keeping your data.**  |  |
| **DECLARATION** |
| I declare that the information I have given on this form is, to the best of my knowledge, true, and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have witheld relevant information, my application may be disqualified, or, if I have already been appointed, I may be dismissed. I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection. I accept that if my application is successful, this application form will form part of my Personnel File, and in that case, I consent to the data on it being processed for all purposes, in connection with my employment. I also understand that this application will be treated as part of my Contract of Employment should I be offered and accept the position. |
| Sign |  | Date |  |

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| **CONFIDENTIAL CRIMINAL RECORD FORM** |

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**Please ensure this form is on a single page, without any other information on it**

*Employing people with a criminal record: Convictions are only taken into account when the conviction is relevant. An unspent conviction will not necessarily bar you from employment as this will depend on the circumstances, and background to your offence(s).*

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| **Application for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Job Title)** |
| **First name** |  | **Surname** |  |
| **Have you ever been convicted of a criminal offence?** | Yes/No |
| *Please note, that the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, states that certain occupations or professions; (1) are obliged to disclose all spent convictions or cautions, and; (2) may be refused, or dismissed, from employment if they fail to disclose them.**In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all, and any past or pending cautions or convictions, whether spent or otherwise, unless it is either a “protected caution” or a “protected conviction” under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided will be kept in the strictest confidence, and only used for the purpose of assessing your suitability for the post you have applied for.* |
| **Details of conviction** |
| **If you answered yes above, please specify details of all and any past or pending cautions or convictions, whether spent or otherwise, except for protected cautions or convictions. If you have no past or pending cautions or convictions, please specify “none”.** *(Please continue on a separate sheet if necessary)* |
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| If you fail to provide details of any conviction, the omission may lead to your dismissal or withdrawal of your offer of employment. Please send this sheet, along with your application form, in a sealed envelope marked “Confidential”. |
| **Declaration** |
| I confirm that the information I have give is to the best of my knowledge true and complete. |
| Sign |  | Date |  |

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| **EQUALITY & dIVERSITY IN EMPLOYMENT** |

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**Please ensure this form is on a single page, without any other information on it**

*At Derventio Housing Trust we value the diversity of our community. We aim to have a workforce that reflects this, so that we can ensure we provide sensitive, appropriate, and accessible services. Having this information will also assist us with funding applications. To help us check that we are achieving our aims, please complete this section. In order to comply with the Employment Equality Regulations 2003, we are also monitoring sexual orientation and religion/belief in applications.*

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| **Date of birth** |  |
| **Gender** (please tick) |
| **Male** |  | **Female** |  | **Transgender** |  | **Do not wish to disclose** |  |
| **Ethnicity** (please highlight or circle) |
| **Black or Black British:** | Caribbean/African/Other Black background |
| **Dual Heritage:** | White and Black Caribbean/White and Black AfricanWhite and Asian/Other mixed background |
| **Asian or Asian British:** | Indian/Pakistani/Bangladeshi/Other Asian background |
| **White:** | British/Irish/Other (please state):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Chinese or other ethnic group:** | Chinese/Other ethnic group (please state):\_\_\_\_\_\_\_\_\_ |
| **I do not wish to disclose my ethnic origin** (please tick) |  |
| **Sexual Orientation** (please tick) |
| **Heterosexual** |  | **Homosexual** |  | **Bisexual** |  | **Do not wish to disclose** |  |
| **Religion / Belief** (please tick) |
| **Atheist** |  | **Buddhist** |  | **Hindu** |  | **Christian (all denominations)** |  |
| **Jewish** |  | **Muslim** |  | **Sikh** |  | **Other (please state):\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **I do not wish to disclose my Religion/Belief** |  |
| **Disability** (please highlight or circle) |
| The Disability Discrimination Act 1995 says that someone is disabled if they have a “physical or mental impairment, which as a substantial long term adverse effect on their ability to carry out normal day to day activities”. The company welcomes applications from disabled people. |
| **I consider that I am a disabled person as defined in the Disability Discrimination Act** | Yes/No |
| **I consider that I am a disabled person but do not feel I meet the Disability Discrimination Act definition** | Yes/No |