

APPLICATION FOR EMPLOYMENT FORM



- Please fill in the form fully and clearly.
- Please tick correct boxes, complete all sections and sign and date the form.
- If you need help to fill in the form please ask us.

اگر آپ کو فارم پُر کرنے میں مدد کی ضرورت ہو تو ہم سے رابطہ قائم کریں

આ ફોર્મ ભરવામાં જો તમને મદદ જોઈતી હોય તો મહેરબાની કરીને અમને પૂછો.

Post applied for

1. Personal Details

Surname

First name(s)

Address

National Insurance number

Telephone number home

work

mobile

Email address

2. Education

Please name any school, college, university or professional body and qualifications obtained (including grades).

3. Training and Personal Development

Please give details of any relevant courses attended, voluntary work or responsibilities you consider applicable (if required you may continue on a separate sheet - maximum one A4 page)

6. References

Please give names and addresses and occupations of two referees who have agreed for their names to be used and whom we may approach as to your suitability for the post, one should be your current or most recent employer.

1. Name	<input type="text"/>	2. Name	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>	Address	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>
Telephone	<input type="text"/>	Telephone	<input type="text"/>
Occupation	<input type="text"/>	Occupation	<input type="text"/>
Relationship	<input type="text"/>	Relationship	<input type="text"/>

May references be taken up prior to interview Yes No

May references be taken up prior to interview Yes No

Although the Association may prefer to take references prior to interview, the wishes of the applicant will be fully respected if you do not permit such action.

7. Health

Do you need any special facilities to help you attend an interview or perform the job. If Yes, please give details Yes No

This information is needed so all applicants who have a disability and meet the minimum criteria for the position are offered an interview.

8. General

Do you hold a full driving licence Yes No Do you own a car? Yes No

Are you related to any Board member, employee, or service provider/contractor of St. Vincent's Housing Association? Yes No

If Yes, please give details

Are there any official restrictions on your taking up long-term employment in the UK? Yes No

If Yes, please give details

If offered this post will you continue to work in any other capacity Yes No

If Yes, please give details (including hours)

9. Equal Opportunities

St. Vincent's Housing Association is committed to achieving fairness and equality in employment. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of their race, colour, ethnic or national origin, religion, disability, appearance, sex, sexual orientation, marital status or age. We monitor information given to assist in checking that our recruitment process is fair and that opportunities are widely accessible.

Which post have you applied for?

Where did you see the post advertised?

Please tick as appropriate. Are you: Male Female Transgender

Date of Birth Age

Are you a disabled person Yes No

If Yes, please state the support you require

How would you describe your ethnic origin (Please tick one box only)

- | | | |
|---|---|---|
| <input type="checkbox"/> White: British | <input type="checkbox"/> Mixed: Other* | <input type="checkbox"/> Black/Black British: African |
| <input type="checkbox"/> White: Irish | <input type="checkbox"/> Asian/Asian British: Indian | <input type="checkbox"/> Black/Black British: Other* |
| <input type="checkbox"/> White: Other* | <input type="checkbox"/> Asian/Asian British: Pakistani | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Mixed: White & Black Caribbean | <input type="checkbox"/> Asian/Asian British: Bangladeshi | <input type="text" value="* Other (Please state)"/> |
| <input type="checkbox"/> Mixed: White & Black African | <input type="checkbox"/> Asian/Asian British: Other* | |
| <input type="checkbox"/> Mixed: White & Asian | <input type="checkbox"/> Asian/Asian British: Caribbean | |

What is your religion? Christian Jewish Muslim Buddhist
 Hindu Sikh

What is your sexual orientation? Heterosexual Bisexual Gay man Lesbian

If you do not wish to answer these questions your application will not be affected

Disclosure of Criminal Convictions

You are required to disclose all 'unspent' criminal convictions. The Rehabilitation of Offenders Acts 1974 provides that certain convictions shall be regarded as 'spent' after specified periods of time have elapsed and you do not need to disclose convictions which are 'spent' at the date you sign the application form. Guidance on 'spent' convictions can be provided on request. The information you provide will be treated as strictly confidential only in relation to the appointment for which you are applying. Disclosure of a conviction does not necessarily mean that you will not be appointed. The Association will have regard to the ACAS Code of Guidance and the main consideration will be whether the offence is one which would make an applicant unsuitable for the type of work to be done.

Name Signature Date

10. Other Information

Please give details of any other information you feel will be important in support of your application. Please refer to the person's specification
(if required you may continue on a separate sheet - maximum one A4 page)

Data Protection Statement

The information that you provide on this form and that is obtained from other relevant sources is covered by the provisions of the Data Protection Act (1998) and will be used to process your application for employment. The personal information you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us. We may check the information provided with third parties, or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds or in other ways permitted by law. By signing this application form you have agreed to the processing of sensitive personal data, in accordance with our registration with the Data Protection Commissioner.

11. Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment, or if appointed, may result in my dismissal.

Signed Date

**PLEASE RETURN THIS FORM TO: Personnel & Training Assistant,
1st Floor, Metropolitan House, 20 Brindley Road, Old Trafford, Manchester M16 9HQ
Telephone 0161 772 2159 Fax 0161 772 2154 Email jobs@svha.co.uk**

OFFICIAL USE ONLY

First Interview	Second Interview	Unsucc	Refs	Appt. Letter	Start Date	Salary



اگر آپ کو اس معلومات کا ترجمہ چاہیے ہو تو براہ کرم اپنے مقامی آفس سے رابطہ کریں

PLEASE DO NOT WRITE ON THIS PAGE AS IT WILL BE
DETACHED FROM THE MAIN APPLICATION

