

How To Apply



We would like you to submit your application ensuring that all the following information is included:

- Your full name
- Home address
- Daytime telephone number
- Home telephone number (if different)
- Email address (if applicable)
- Date of birth
- Information on where you saw the post advertised
- Whether or not you hold a current, valid driving licence
- Whether or not you require a permit to work in the UK / your National Insurance number
- Information concerning your present or most recent employer including: job title, description of duties and responsibilities, salary and notice required
- Other employment, in chronological order
- Your education qualifications, including professional qualifications
- Name and addresses of at least two referees, one of whom must be your current or most recent employer
- Details of why you wish to apply for the post – having due regard to the job description and person specification
- Details of any relationship with Board Members or employees
- Equal opportunities monitoring form
- Your signature and the date of your application.

Important Note:

Data Protection Act 1998

Information provided by you in your application is covered by the provisions of the Data Protection Act (1998). Your application will be processed in accordance with these provisions. By signing and returning your application form you are giving permission for the exchange of information between St Vincent's Housing Association and other, relevant third parties in order to verify the information you have provided.