Post: Independent Board Member

**Please return via email to:**

**h.ferguson@daleandvalleyhomes.co.uk**

**Alternatively you can post to:**

**Human Resources Section**

**Dale & Valley House**

**Dale & Valley Homes**

**27 Longfield Road**

**South Church, Enterprise Park**

**Bishop Auckland**

**Co Durham DL14 6XB**

Please mark envelope

‘Private & Confidential’

**Tel 01388 770902**

**Minicom 01388 770971**

*This application form is also available*

 *In large print and braille.*

**APPLICATION FORM**

 Department: DVH

 Closing Date: Monday 2nd March 2015

 Form No.

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| --- |
| **PERSONAL DETAILS**  |
| Title:  | Forename:  | Surname:  |
| Address:  |
| Postcode:  | Email:  |
| If this is a temporary address, please also provide us with your usual home address:  |
| Home Tel No.  | Mobile No.  | Nat. Insurance No.  |
| **REFERENCES**  |
| Please give the names and addresses of TWO referees known to you personally, one of whom must be your present or most recent employer (neither should be family members or friends) |
| Name:  | Name:  |
| Job Title:  | Job Title:  |
| Address:  | Address:  |
| Postcode:  | Postcode:  |
| Tel No:  | Tel No:  |
| May we contact this referee without further reference to you?  | May we contact this referee without further reference to you?  |
| **DECLARATION** |
| I declare that the information set out in this application form is true in all aspects and that false information may render me liable for dismissal if I am appointed.  |
|  I accept / I decline Date:  |
| *The information on this form may be entered onto a computer and used for statistical, administrative and payroll purposes. Under terms and conditions of the DATA PROTECTIONS ACT 1998 the data will be treated in a secure and confidential manner and not kept longer than necessary.* |

**EQUAL OPPORTUNITIES MONITORING**

This section of the form will be detached and used solely for monitoring purposes.

Dale & Valley Homes recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with respect and dignity regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

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| **ETHNIC GROUP**  |
| Ethnic Group:    |
| Do you require a work permit to take up this appointment? If yes, when does this expire:  |
| Nationality:  | Country of Birth:  |
|  |
| If you wish, you may disclose information about yourself in this section about your: |
| Religion or Belief:  | Sexual Orientation:  |
|  |  |
| Date of birth:  | Age:  |
| Marital status: | Married / Not Married / Civil Partnership  |
| Parental status: | Child dependants / No child dependants  |
|  |
| **DISABILITY** |
| Applicants with disabilities, as defined under the Disability Discrimination Act 1995 will be invited for interview if all the essential job criteria are met.  |
| Do you have access to mobility support? Yes / No | Do you consider yourself to have a disability?  Yes / No  |
| If ‘yes’ please tell us of any arrangements we can make in order to assist you with your interview. |
| Please indicate any reasonable adjustments which may be needed to the workplace if you are successful at interview. **EQUAL OPPORTUNIES MONITORING** |
|  |
| **RELATIVES AT DALE & VALLEY HOMES** |
| Are you related to any Board Member or Senior Officer of Dale & Valley Homes? Yes / No |
| If ‘yes’ please give the names and state the relationship. Failure to disclose such a relationship may lead to your disqualification from appointment and if appointed may make you liable for dismissal. |
| Name:  | Relationship:  |
| ***Canvassing of Board Members or Senior Members of the Company directly or indirectly for any appointment with the Company is prohibited and shall disqualify the candidate for that appointment.*** |

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**APPLICATION FORM**

 Department: DVH

 Closing Date: Monday 2nd March 2015

 Form No.

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| **EDUCATION AND QUALIFICATIONS — SECONDARY EDUCATION** |
| Subjects | Qualification (e.g. O/A Level, GCSE) | Grade |
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| **EDUCATION AND QUALIFICATIONS — FURTHER EDUCATION** *please include apprenticeships etc* |
| Subjects | Qualification  | Grade |
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| **TECHNICAL OR PROFESSIONAL MEMBERSHIP / QUALIFICATION** |
| Institute | Grade of membership |  Year of election |
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| **FURTHER TRAINING DEVELOPMENT** |
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| **CURRENT OR MOST RECENT EMPLOYMENT** |
| Present or most recent employer: | Post held:  |
| Current or last salary:  |
| Name & address of employer: | Date appointed:  |
| Date leaving *(if applicable)*:  |
| Nature of business: | Reason for leaving:  |
| Period of notice *(if still employed)*:  |
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| **DUTIES AND RESPONISBILITIES** *Please draw out any relevant experience in respect of the post you are applying for.* |
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| **PREVIOUS EMPLOYMENT** *start with the most recent* |
| Name & Address if Employers | Appointments held, Grade / Salary | Dates | Reason for leaving |
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| **SUPPORTING INFORMATION** |
| *Any other experience or information in support of your application which is not detailed elsewhere in the application form. Please show how you meet the criteria detailed in the Person Specification form.* |
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| **CONVICTIONS** |  |  |
| The rehabilitation of Offenders Act set up a system whereby people who have been sentenced for criminal offences are entitled to have those convictions disregarded and treated as ‘spent’, after a certain period of time. The length of that period, known as the ‘rehabilitation period’ differs according to the type of sentence imposed and the age of the person when convicted of the offence. Please note, some convictions are never deemed to be spent. |
| Please provide us with any details of ‘spent’ convictions: |
| Date: | Offence | Conviction: |
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| **OTHER INFORMATION** |
| Do you posses a current driving license? | Yes / No |
| If ‘yes’ do you have regular access to a car? | Yes / No |
| **Where applicable***If this application is in respect of a post requiring statutory registration or a professional qualification, successful candidates will be required to produce registration prior to commencement of employment.*  |
|  |
| **DECLARATION** |
| I certify that the information given on this form is true and correct to the best of my knowledge and I understand that the giving of false or misleading statements or withholding material or information may result in disciplinary action, including dismissal. I understand that if the post is one which has substantial access to children or vulnerable people the Company have my permission to proceed with any relevant police checks. I understand that the appointment, if offered, will be subject to satisfactory medical clearance and references.  |
| Name:  | Date:  |
|  |
| *Receipt of this Application Form will not be acknowledged. Candidates who have not been contacted within 4 weeks of  the closing date may assume their application has been unsuccessful.*  *Thank you for the interest you have shown in Dale & Valley Homes.*  |