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**APPLICATION FOR EMPLOYMENT**

**CONFIDENTIAL**

**Please complete this application either in black ink or type written form**

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| --- |
| **Application for the post of:** **Reference Number:** |

|  |  |
| --- | --- |
| **Surname:** | **Email address** |
| **Forename:** | **Home Telephone Number:** |
| **Address:** | **Mobile Telephone Number:** |

# EDUCATION AND TRAINING

Please give details including dates, grades and place of study of any qualifications you have gained.

**SECONDARY SCHOOL EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Schools/CollegesAttended(Name and Address) | Dates(From and to) | Qualifications/Subject | Grade | Year taken |  |
|  |  |  |  |  |  |

**FURTHER ADVANCED EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| College/UniversityAttended(Name and address) | Dates(From and to) | Course of study/Qualifications gained | Grade | Year taken |  |
|  |  |  |  |  |  |

**OTHER COURSES ATTENDED**

|  |  |  |
| --- | --- | --- |
| Name of Course | Training Provider | Date completed |
|  |  |  |

**PRESENT OR LAST EMPLOYER**

|  |  |
| --- | --- |
| Name of Employer |  |
| Address of Employer |  |
| Telephone Number of Employer |  |
| Position Held |  |
| Reason for leaving |  |
| Salary |  |
| Date employed (From and to) |  |
| Period of Notice  |  |

|  |
| --- |
| **Present or last employer** |
| Main duties and responsibilities  |

**EMPLOYMENT HISTORY FOR THE LAST 10 YEARS – PLEASE EXPLAIN ANY GAPS IN EMPLOYMENT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and address of employer | Position Held | Main Duties | Salary | Dates(To and from) | Reason for leaving |
|  |  |  |  |  |  |

**FURTHER DETAILS**

|  |
| --- |
| State how and why you meet the enclosed person specification for this post,(eg. Experience, qualities, skills and responsibility outside work etc) |
|  |

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| --- |
| Please add any further information in support of your application |
|  |

**GENERAL INFORMATION**

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| --- |
| Do you hold a valid full UK driving licence? |
| If you have had any endorsements in the last five years please give details |
| Due have a car available for use during working hours? |
| Have you ever been employed, volunteered or worked on a sessional basis for any of the following companiesTyne Housing Association ☐ Byker Bridge Housing and Support Ltd ☐Under the Bridge Charity Limited ☐Byker Bridge Housing Association Ltd ☐ |

**DISCLOSURE OF CRIMINAL CONVICTIONS**

|  |
| --- |
| **YOU ARE REQUIRED TO DISCLOSE ALL CRIMINAL CONVICTIONS AND CAUTIONS** |
| Please list all criminal convictions and cautions. If no convictions please enter ‘none’ |
| Signed |
| Date |
| Note: Under the Rehabilitation of Offenders Act 1974, applicants for employment with Tyne HA are required to disclose information relating to all previous cautions/convictions. If you take up appointment with Tyne HA and you have failed to disclose such information this could result in dismissal or disciplinary action.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 a main consideration will be whether the offence is one which would make an applicant unsuitable for the type of work to be done. |
| **It is the Association’s policy to apply to the Disclosure and Barring Service for an enhanced disclosure.**  |

**REFEREES:**

|  |
| --- |
| Please give the names and addresses of two people who will give us references in support of your application. One of these people should normally be your present or last employer. Referees will be contacted after shortlisting and prior to interview unless you indicate otherwise |
| Name of Referee | Name of Referee |
| Address of Referee | Address of Referee |
| Telephone number | Telephone number |
| Position held | Position held |
| Can this referee be contacted prior to interview | Can this referee be contacted prior to interview |
| EMPLOYERS/ PERSONAL REFERENCE Please delete as appropriate | EMPLOYERS/ PERSONAL REFERENCE Please delete as appropriate |

**DECLARATION**

|  |
| --- |
| I hereby declare that to the best of my knowledge the information contained in this form is true and accurate.I understand that falsification of information will be judged as serious misconduct and may result in dismissal.Signed Date |

|  |
| --- |
| Please return your completed form to:Tyne Housing Association LtdSt Silas Church BuildingClifford StreetBykerNewcastle upon TyneNE6 1PGIf you do not hear from us within four weeks following the closing date for this post you should assume you have been unsuccessful. |

# EQUAL OPPORTUNITIES MONITORING

This information is confidential, it will not be used as part of the selection process and will be kept separate from your application form.

Tyne Housing Association Ltd. is an equal opportunities employer and selects staff solely on merit. In order to monitor the effectiveness of our equal opportunities policy we invite all applicants to provide the information requested below (please tick).

Please note the questions are not about nationality, place of birth or citizenship. They are about broad ethnic group. U.K. or European Community citizens can belong to any of the groups indicated.

|  |  |
| --- | --- |
| How did you hear about this job? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Gender (Please tick box) |  |  |  |
| Male |  | Female |  |

How would you describe your ethnic origin

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Black African |  | Black Carribean |  | Black Other |  |
| Bangladeshi |  | Indian |  | Pakistani |  |
| Chinese |  | White European |  | White Other |  |
| Other |  | Question Refused |  |  |  |