

**Job application form**

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| Application for the job of |  |

**Personal details**

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| --- | --- | --- |
| Surname: | First names(s): | Title:  |
| Address |  |
| Telephone |  |
| Email |  |

**Right to work:**

Do you have the right to work in the UK: [ ]  Yes [ ]  No

**Preferred method of contact:**

We will contact you via telephone or email unless you specify you would like us to write to your home address.

May we contact you discreetly at work? [ ]  Yes [ ]  No

If successful, what notice period would you need to give?

Please complete the next 3 questions only if driving is identified as required on the person specification for the job.

* Do you hold a current full driving licence? [ ]  Yes [ ]  No

If yes, car or motorcycle

* Do you have regular use of a vehicle for work [ ]  Yes [ ]  No

If yes, car or motorcycle

* Do you have any endorsements? [ ]  Yes [ ]  No

If yes please give details

**Employment**

|  |  |  |
| --- | --- | --- |
| Job Title | Employer | Dates |
| Brief Outline |
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| --- | --- | --- |
| Job Title | Employer | Dates |
| Brief Outline |
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| --- | --- | --- |
| Job Title | Employer | Dates |
| Brief Outline |
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**Skills, abilities, knowledge and experience**

Please provide a statement which explains how you meet the essential criteria for the role.

* **This section is the most vital part of the form.** We need you to give us specific information in support of your application in order for us to shortlist in a fair and unbiased way.
* You must be able to demonstrate that you can satisfy the essential criteria on the person specification.
* **Use the criteria in the person specification as headings for your response eg first heading; skills and abilities, second heading; knowledge, third heading then personal attributes and circumstances.**
* If you use separate sheets, please make sure you mark each sheet clearly with your name and the job for which you are applying.

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| Qualifications |
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**References**

Please give the name, address and contact number of two people who can provide us with an assessment of your suitability for this job. **Personal** referees are not suitable.

If you are currently employed, one of the referees should be your employer. If you are unemployed, one of the referees should be your most recent employer. If you are at school or college or have recently left, please give the name of your teacher or lecturer.

Please indicate in what capacity they know you.

Please put an ‘X’ in the box if you do not wish us to contact either referee before informing you. Referees will not be contacted prior to interview.

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| **First Reference** |
| Name: | Job Title:  |
| Address |  |
| Telephone |  |
| Email |  |
| Relationship |  |

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| **Second Reference** |
| Name: | Job Title:  |
| Address |  |
| Telephone |  |
| Email |  |
| Relationship |  |

**Relatives and close Connections Declaration**

Definition of Relatives and Close connections:

Relatives

Partner (married, civil or living together)

Son, Daughter, Step children, Child of partner

Brother, Sister (and of partner)

Grandparents, Grandchildren

Uncles, Aunts, Nieces or Nephews

Partners of any of the above

Dependents and any other person the individual depends on

Includes estranged, separated or divorced.

Close Connections:

Persons who might be regarded as similar to family even when there is no birth relationship

Regular or irregular contact over a period of time with someone who is more than an acquaintance (friend, neighbor, colleague, business associate, manager or general social contact)

Are you a Board Director of Beyond Housing, or do you, or have you previously had a contractual relationship with the Company (eg as a supplier or a contractor) or are you currently negotiating a contract?

 **[ ]**  Yes **[ ]**  No

If ‘yes’, please please provide further information below giving details of the name and relationship.

Are you related to, or do you have a close personal friendship with a Board Director or employee?

 **[ ]**  Yes **[ ]**  No

If ‘yes’, please provide further information below giving details of the name and relationship.

|  |  |
| --- | --- |
| Name | Relationship |
|  |  |
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**Details of convictions schedule**

A person’s criminal record will not, in itself, debar that person from being appointed to a post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

Do you have any unspent convictions? [ ]  Yes [ ]  No

**Data Protection**

Information from this expression of interest may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

The organisation treats personal data collected during the recruitment process in accordance with its Information Security and Data Protection Policy.

**Declaration**

I declare that to the best of my knowledge the information given in this expression of interest is correct. If I am successful in obtaining this post and the information is later discovered to be incorrect, I understand that the appointment can be terminated by the company.

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| Signed: | Date: |

If you do not sign, your application will not be considered. If submitting this form electronically, the email will be accepted as your signature.

Please consider completing the monitoring form enclosed. You are not obliged to answer all the questions but the more information you supply, the more effective our monitoring will be. It should be noted that if the post is offered, we will require you to complete a monitoring form.

Please return to: Beyond Housing 14 Ennis Square, Dormanstown, Redcar, TS10 5JR.

 HR\_enquiries@beyondhousing.co.uk

**Recruitment monitoring form**

A person has a disability if:

* They have a physical or mental impairment
* That impairment has an adverse effect which is substantial
* That effect is long term
* That effect has an adverse effect on their ability to carry out normal day to day activities

Do you consider yourself to have a disability?

 **[ ]**  Yes **[ ]**  No

Brief details:

**Reasonable adjustments**

Please describe below any reasonable adjustments which you feel should be made:

1. to the selection process to assist in your application for the job:
2. to the job itself which you feel would need to be made to the job to enable you to carry out the job duties:

**Monitoring information**

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| **Ethnic origin**I would describe my ethnic origin as: (please tick)**a**. **White** British Irish Gypsy or Irish Traveller  Other…….…………….………………**b. Mixed/multiple ethnic groups**  White and Black Caribbean  White and Black African  White and Asian Other…………….…………….………**c. Asian or Asian British**  Indian Pakistani  Bangladeshi Chinese Other…...……….…………….………**d. Black/African/Caribbean/Black British**  Caribbean African  Other Black ……….…………….……**e. Other ethnic group**   Arab  Other……….…………………………..Prefer not to say  | **Gender** Male Female Transgender Non- Binary Prefer not to sayHave you or do you intend to have your gender re-assigned as outlined in the Equality Act 2010?Yes No

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| **Marital status**Single Co-habiting Divorced Separated Widowed Civil partnership Married Prefer not to say Other.……….…………….…… |
| **Religious belief** Buddhist Sikh Christian Jewish Muslim Hindu No Religion Prefer not to sayOther……….…………….…… |
| **Sexual orientation** Bisexual  Lesbian Gay  Heterosexual/straight  Prefer not to say  Other……….…………….……  |

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