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**Job application form**

**Please complete in black ink or type. This will give us clear photocopies.**

**Please note that we do not accept CV’s. If you need the application form in an alternative format please contact us.**

**Before completing this application form please read the guidance notes.**

Application for the job of:

Job reference number:

Please tick the appropriate box(es):  Full-time  Job Share  Part-time

**Personal details**

Surname: First name (s): Title:

Address:

Post code:

Telephone (home): (work):

Mobile Number:

Email contact:

**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

**Personal details**

|  |  |  |
| --- | --- | --- |
| **School** | **Dates** | **Qualifications gained and grade** |
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**Further education and professional qualifications**

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| --- | --- | --- |
| **School** | **Dates** | **Qualifications gained and grade** |
|  |  |  |

**Membership of professional bodies**

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| --- | --- | --- |
| **Awarding body** | **Grade of membership** | **Dates attained** |
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**Training** (please list your training with the most recent first)

Please use extra sheets if required and label them ‘training’ marked also with your name and the post for which you are applying.

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| **Course** | **Dates** | **Length of course** |
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**Present employment/voluntary work**

(or last employment if not currently employed)

Name and address of employer:

Position held: From: To:

Brief outline of duties and responsibilities:

Reason for leaving:

Salary: Value of other benefits:

**Previous employment/voluntary work**

This section should be used to tell us about your previous experience from employment/voluntary or unpaid activities. Please list the most recent first and use continuation sheets if necessary.

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| --- | --- | --- | --- |
| **From To** | **Position** | **Employer/organisation**  **(full name and address and nature of employment)** | **Brief details of duties and reason for leaving** |
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**Skills, abilities, knowledge and experience**

* **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.
* Experience is not just gained through full-time work. Experience can also be gained through voluntary work, part-time work, college or school based projects, job clubs, home life, hobbies etc.
* **Use the criteria in the person specification as headings for your response eg first heading; skills and abilities, second heading; knowledge, third heading; qualifications then personal attributes and circumstances.**
* It will not be sufficient merely to duplicate what the Person Specification states. For example, if it asks for “ability to” you will be required to give practical examples where appropriate, of your ability, commitment, knowledge and experience by some reference to your academic, professional, voluntary or personal life.
* This part of the form can be completed by computer or by hand. This can be done on separate sheets.
* 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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**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.

First reference  Second reference

|  |  |  |
| --- | --- | --- |
| Name:  Address:  Post code  Telephone: |  | Name:  Address:  Post code  Telephone: |

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship (please circle): Present Employer/ Relationship (please circle): Present Employer/Past Employer/ Teacher/Lecturer/ Employer/Teacher/Lecturer/

Other please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other please state\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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
* Ex-colleagues.

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 enclose details with your application form.

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

Yes  No

If ‘yes’, please enclose details with your application form giving details of the name and relationship.

**Other information**

Have you previously been employed by the Company?  Yes  No

If ‘yes’, please give details.

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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

If the role you are applying for is exempt from the Rehabilitation of Offenders Act 1974 (this will be indicated in the advert by the requirement for a Disclosure and Barring check (DBS)) you will need to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). For further information on filtering please refer to https://www.nacro.org.uk/resettlement-advice-service/ and the DBS website here https://www.gov.uk/government/publications/dbs-filtering-guidance.

Do you have any spent convictions  Yes  No

(If you are unsure whether or not you should declare a conviction please contact Human Resources) or visit the websites detailed above.

If yes, please give details of any convictions; including the date convicted, the reason why you were convicted and the sentence given (please use extra sheets if necessary).

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| --- | --- | --- |
| Date of Conviction | Reason for conviction | Sentence Given |
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I declare that the information I have given is true and I give my consent to this information being used to determine my suitability for the post.

I am aware of my obligation to inform Human Resource if I am arrested or charged with an offence during employment.

**Data Protection**

Information from this application 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. Information about how your data is used and the basis for processing your data is provided in our job applicant privacy notice.

**Declaration**

I declare that to the best of my knowledge the information given in this application 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.

Signed: Date:

If you do not sign, you will **not** be considered in the shortlisting process. 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.

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| **Guideline for the completion of the Recruitment Monitoring Form**  **This form is for recruitment monitoring only and will not be used for shortlisting or interviewing purposes.** Information on disability as part of the Disability Symbol, commitment or reasonable adjustments for interview are dealt with by Human Resources in line with the requirements of the Equality Act 2010.  Beyond Housing aim to ensure an inclusive fair and equitable treatment of all job applicants, in line with our Inclusion, Equality & Diversity Policy.  The information on this form will be used anonymously to monitor the recruitment process. The form will not be used in the selection process and can be returned to us in a separate envelope.  We must stress that any information you give will be strictly confidential and will be processed in line with Data Protection Act requirements and our Data Protection Policy.  You are not obliged to answer any of the questions, however, for our monitoring process to successfully identify discrimination trends. The more information you supply, the more effective our monitoring will be.  If you do not wish to answer any question(s), this will not affect your application in any way. However, if you are successful in your application, this information will be required and held confidentially.  **Equality Act 2010**  Applications from candidates with a disability are welcome and Beyond Housing will make every effort to ensure a fair selection process. We hold the Disability Symbol and are committed to interviewing all applicants with a disability who meet the minimum criteria for the job (**essential criteria on the person specification**) and to consider them on their merits. | A person has a disability if:   * He or she has 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 his or her 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 recruitment process to assist in your application for the job (including any selection process including interview   …………………………………………..  …………………………………………..   1. to the job itself which you feel would need to be made to the job to enable you to carry out the job duties.   …………………………………………..  …………………………………………..  If you prefer to contact a representative of Human Resources directly or wish to send the information directly or wish to send the information in a separate letter, please do so indicating your full name and the post which you are applying. |

**Recruitment monitoring form**

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| **Ethnic origin**  I would describe my ethnic origin as:  (please tick box(es)  **a**. **White**  British  Irish  Gypsy or Irish Traveller  Other ……….…………….………………  **b. Mixed/multiple ethnic groups**  White & Black Caribbean  White & Black African  White & 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 ……….…………….……………… | **Gender**  Male Female  Transgender  Have you or do you intend to have your gender re-assigned as outlined in the Equality Act 2010  Yes No  Date of birth dd/mm  **Marital status**  Single Co-habiting Married  Divorced Separated  Widowed Civil partnership  Other type of relationship ….…………………………  **Religious belief**  Buddhist Sikh Christian  Jewish Muslim No religion  Hindu  Not disclosed  Other …………………………………….………………  **Sexual orientation**  Bisexual Gay man  Gay woman/lesbian Heterosexual/straight  Not disclosed  Other …………………………………………………… |

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| **Please state where you saw this post advertised:**  Company bulletin Company website Job Centre  Job alert via email service Central jobs hub  Other (please state) ……………………………………………………………………………………….. |