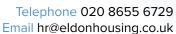


ELDON HOUSING ASSOCIATION LTD

Human Resources Office, Westdene 16 Chatsworth Road, Croydon CRO 1HA





EMPLOYMENT APPLICATION FORM

Please ensure you complete this form fully and clearly as failure to supply information we have asked for, may render your application invalid.

Personal

Position Applied For	
Surname	First Names
	Title
Home Address	
	Post Code
	Fost Code
Telephone - Home	Telephone - Work
Telephone - Mobile	Current Driving Licence Yes No
National Insurance Number	
	o bring along proof that they are legally entitled to work in the UK.

Present Employment - Not Applicable if Unemployed

Employers Name Address		
Address		
	Post Code	
Position Held	Date Appointed	
Current Salary	Notice Required	
To Whom Immediately Response	DISIDIE	
Brief Details of Duties		
		,
ducation		
Dates From & To / Year & Month	School/College/University Including Full Address	Qualifications Obtained
Dates		
Dates From & To / Year & Month	Including Full Address	
Dates	Including Full Address	
Dates From & To / Year & Month	Including Full Address	

All Previous Employment

Please give details of all previous employment starting with the MOST RECENT FIRST. You should include details of any work experience, periods of non-employment, voluntary work and study. Please ensure there are no gaps in your work history, continuing on a separate sheet as necessary.

Dates From & To / Year & Month	Name Full Address	Position Held Main or Key Duties	Reason for Leaving	Salary

nterests including any voluntary work					

Experience - Please refer to job description and person specification

ny you are applying t ng experience from p suitability for this p	past 'Positions Held	 information that will	

Qualifications And Training

Date Completed or Month & Year

References

Current or most recent employer				
Name				
Position				
Company				
Address				
Post Code				
Telephone				

Previous employer				
Name				
Position				
Company				
Address				
Post Code				
Telephone				

General

If offered this position will you continue to work in any other capacity?	Yes	No
If yes please give details:		
Rehabilitation of Offenders Act (ROA) 1974		
As an employer providing services to vulnerable adults, this employment is exert and employees are not therefore entitled to withhold information about 'spent' or require either a Standard or Enhanced Disclosure check from the Disclosure and therefore need to have information from you regarding any previous, existing or convictions, reprimands or final warnings (excluding youth cautions, reprimands	convictions. Noted that the convictions of the conviction of the convictions of the conviction of the convictions of the conviction of the conv	We will rvice and utions,) which are
not protected as defined by the said Act. For any positions carrying out 'Regular providing or supervising personal care/support to vulnerable adults will be subjudictly be subjudictly check including adult barred lists. However for the majority of Head we only require a Basic Disclosure Check and you are therefore only required to about 'Unspent' convictions.	ect to an Enh Office based	nanced I positions
Therefore can you please confirm the following:		
Do you have any 'unspent' convictions? (All positions including finance, housing, human resources, corporate services, facilities)	Yes	No
Do you have any 'spent' or 'unspent' cautions, convictions, reprimands or final warnings? (Scheme based positions only, including care & support, catering, domestic, laundry, maintenance/premises officers)	Yes	No
Have you ever been disqualified from working with vulnerable adults? (All positions involved in the provision, supervision or management of		
care and support only)	Yes	No
If you have answered yes to any of the above, please provide details of your disqualification in the space below or alternatively you can disclose further decover and attach to this form in a envelope marked confidential, stating your applied.	etails under s	separate
If yes please give details:		
If you are unsure about what type of disclosure is required for the position y	ou are annly	vina for

If you are unsure about what type of disclosure is required for the position you are applying for please refer to the job advert. If you are not sure about whether your convictions are spent please contact NACRO for further advice www.nacro.org.uk.

You may be asked to provide more details regarding any declaration to the interview panel if selected for interview. Please note that any declaration of a criminal record will not necessarily prevent you from being offered the position as each case is considered on its merits. However, failure to disclose any caution, conviction, reprimand or final warning (excluding youth cautions, reprimands or warnings) could result in the withdrawal of any job offer, disciplinary action being taken or dismissal.

ves please give details:		

All of the information collected in the form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by referees you have noted, and educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. The Association will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment. For more information on how we use the information you have provided, please see our Job Applicant Privacy Statement which can be found on our website www.eldonhousing.org.uk.

Declaration

I confirm that the above information contained within this form and my CV is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

I understand that any offer of employment is subject to the Association being satisfied with the results of a series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and medical assessment (if required) in line with the operation of the Equality Act 2010.

Should I be successful in this application I agree to the relevant Disclosure and Barring Service Check being carried out.

Signed	Date	/	/	
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