

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	<input type="text"/>		
Surname	<input type="text"/>	First Names	<input type="text"/>
		Title	<input type="text"/>
Home Address	<input type="text"/>		
	Post Code <input type="text"/>		
Telephone - Home	<input type="text"/>	Telephone - Work	<input type="text"/>
Telephone - Mobile	<input type="text"/>	Current Driving Licence	Yes <input type="checkbox"/> No <input type="checkbox"/>
National Insurance Number	<input type="text"/>		

Applicants selected for interview will be required to bring along proof that they are legally entitled to work in the UK.

Present Employment - Not Applicable if Unemployed

Employers Name	<input type="text"/>		
Address	<input type="text"/>		
		Post Code	<input type="text"/>
Position Held	<input type="text"/>	Date Appointed	<input type="text"/>
Current Salary	<input type="text"/>	Notice Required	<input type="text"/>
To Whom Immediately Responsible	<input type="text"/>		
Brief Details of Duties	<input type="text"/>		

Education

Dates From & To / Year & Month	School/College/University Including Full Address	Qualifications Obtained
<input type="text"/>	<input type="text"/>	<input type="text"/>

Professional Memberships

<input type="text"/>

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

Interests including any voluntary work

Experience - Please refer to job description and person specification

Please tell us why you are applying for this position. Please give details of all your skills and abilities relevant to this post, including experience from past 'Positions Held' or any additional information that will demonstrate your suitability for this post. Please continue on separate sheets if necessary.

Qualifications And Training

Please give details of all relevant qualifications/training undertaken

Date Completed
or Month & Year

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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 exempt from the said Act and employees are not therefore entitled to withhold information about 'spent' convictions. We will require either a Standard or Enhanced Disclosure check from the Disclosure and Barring Service and therefore need to have information from you regarding any previous, existing or pending cautions, convictions, reprimands or final warnings (excluding youth cautions, reprimands or warnings) which are not protected as defined by the said Act. For any positions carrying out 'Regulated Activity' i.e. those providing or supervising personal care/support to vulnerable adults will be subject to an Enhanced Disclosure check including adult barred lists. However for the majority of Head Office based positions we only require a Basic Disclosure Check and you are therefore only required to provide information about 'Unspent' convictions.

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 criminal record / disqualification in the space below or alternatively you can disclose further details under separate cover and attach to this form in an envelope marked confidential, stating your name and position applied.

If yes please give details:

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.

Are you related to any Member or Employee of the Association?

Yes

No

If yes please give details:

Data Protection Statement

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