

Employment Application Form

Post Applied for:

This application form is to be used when applying for vacancies at Four Housing Group and its subsidiaries; Three Rivers Housing Association and Berwick Borough Housing. Please indicate which organisation this vacancy is for:

Four Housing Group



Three Rivers Housing Association



Berwick Borough Housing



SECTION A: EDUCATIONAL DETAILS

Secondary Education up to and including 'A' Level or equivalent

(You will be required to provide evidence of these should you be offered the position).

Subject & Level	Grade	Subject & Level	Grade

Further/Higher Education

Institution	Qualification	Grade

Professional Qualifications

(You will be required to provide evidence of these should you be shortlisted for interview).

Membership/Body	Membership Number	Renewal Date

Details of courses/training attended relevant to the post for which you are applying

Institution	Qualification	Grade	Year Obtained

Office use only

Job Title Reference No.

SECTION B: EMPLOYMENT HISTORY

Please ensure that you cover at least five years of your employment history.
Continue on a separate sheet if necessary.

Present Employer (or last employer, if not currently employed*)

Name & Address of Employer (including Postcode)	Present Salary & Benefits	
	Notice Period	Date of Appointment
Job Title	*Leaving Date	Reason for Leaving
Brief Description of Duties		

Previous Employers (most recent first)

Name & Address of Employer (including Postcode)	Date of Appointment
	Date of Leaving
Job Title	Reason for Leaving
Brief Description of Duties	

Name & Address of Employer (including Postcode)	Date of Appointment
	Date of Leaving
Job Title	Reason for Leaving
Brief Description of Duties	

SECTION C: RELEVANT INFORMATION



Please explain how you meet the requirements of the post and criteria on the person specification. Write down any extra information you may want to tell us. Continue on no more than two extra sheets (if necessary).

SECTION D: REFERENCES

Please give the names of two referees, one of whom should be your present or latest employer. If you have not been in paid employment, please give the names of two people, not related to you, who can provide credible comment on your ability to do this job.

Current/Last Employer

Name	
Position	
Address	
Postcode	
Relationship	
Telephone No.	
Email Address	

Second Referee

Name	
Position	
Address	
Postcode	
Relationship	
Telephone No.	
Email Address	

We only write to current/last employer for references after the job offer is made. The job offer is conditional upon receipt of satisfactory references.

SECTION E: FURTHER INFORMATION

Do you or your family have any connections, business or otherwise, with the Group, its staff or Board members?

No Yes (If Yes please give details)

SECTION F: DECLARATION

I accept that all or part of the information provided on this form may be used and processed by Four Housing Group and its subsidiaries for the purposes of recruitment and selection and equality and diversity monitoring. Such use will be subject to the provisions of the Data Protection Act 1998.

- I declare that this application form has been completed by myself and all the information I have given on this form is true to the best of my knowledge and belief.
- I understand that my application may be rejected and/or that I may be dismissed if I have given false information or withheld relevant details.

Signed	Date

SECTION G: PERSONAL DETAILS

Surname		Title
Forename(s)	Home Tel No.	
Contact Address	Work Tel No. (If we may use it)	
	Mobile Number (If we may use it)	
	Email (If we may use it)	

Do you have to hold a work permit?

Yes No

If YES, you will have to provide documentary evidence at your interview.

Please answer the following three questions ONLY if they apply to your application:

Do you hold a current driving licence?

Yes No

Do you have any current driving convictions?

Yes No

Do you have the use of a car?

Yes No

Are there any dates (in the next 4 weeks) when you are not available for an interview, e.g. holidays etc?

Posts involving contact with children and/or vulnerable adults are exempt from Rehabilitation of Offenders Act 1974 (ROA). If you are applying for a post requiring a Criminal Records Bureau Disclosure, and convictions (whether spent or unspent), cautions or warnings should be included below. The background notes for the position will indicate whether you will need to complete a CRB form.

Please return this sheet in the separate envelope provided

Data Protection Act 1998: Four Housing Group will record the information given for the purposes of recruitment and selection monitoring. The information will be processed for the purposes of human resources administration only.

Signature:

Date:

EQUAL OPPORTUNITIES MONITORING



Name	Reference No.
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Post Applied For

Four Housing Group is committed to equality of opportunity. No applicant is treated less favourably than any other on the grounds of gender, marital status, disability, race or ethnic origin, religion, sexual orientation or age. People with disabilities are guaranteed interviews, provided they meet the essential criteria for the post, which can be assessed from the application form.



Please help us to monitor the effectiveness of our policy by completing all parts of the monitoring section of the form. This information will be detached and used in confidence for monitoring purposes only. It will not be made available to neither the shortlisting panel nor the interview panel. It will be retained in the Human Resources Department at all times.

How would you describe your ethnic origin?

The following categories are from the 1991 Census as recommended by the Commission for Race Equality.

- | | |
|--|---|
| <input type="checkbox"/> White, UK English, Scottish, Welsh, Irish | <input type="checkbox"/> Indian |
| <input type="checkbox"/> Other European (I.E. excluding the UK) | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Black - Caribbean | <input type="checkbox"/> Bangladeshi |
| <input type="checkbox"/> Black - African | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Black - Other | <input type="checkbox"/> Other - Please specify |

Sex

Age	Date of Birth
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Disability:

Applicants with disability will be invited for interview if the essential job criteria on the Person Specification are met.

Do you consider yourself to be a person with a disability as described in the Disability Discrimination Act 1995? i.e. Do you consider yourself to be someone who has a physical or mental impairment, which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities?

- Yes** **No**

If you have a disability, are there any adjustments or aids that may assist you in carrying out the duties of this position?

Please state where you saw this vacancy advertised, or how you became aware of it:
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