| Application no.<br>For office use only |
|---|
| |

# Elim Housing Association
# Job application form

| Post applied for: |
|---|
| Where did you see the post advertised? |

## Personal information (confidential)

**Note to applicants: the information given on the first two pages will only be referred to after shortlisting has been completed. Please note that if you are offered this job, confirmation of appointment will be subject to you providing documentary evidence to confirm that you are eligible to live and work in the UK in accordance with the Asylum and Immigration Act 1996.**

| | | |
|---|---|---|
| Preferred title (e.g. Mr Ms) | Full name | |
| Preferred name | | |
| Current address (including postcode) | Mobile telephone number | |
| | Home telephone number | |
| | Home e-mail | |
| National insurance number | | |
| Do you have a current full driving licence? | ❑ Yes | ❑ No |
| Details of any endorsements | | |
| Do you require a work permit to work in the UK? | ❑ Yes | ❑ No |
| Are you related to any board member or employee of the association? | ❑ Yes | ❑ No |
| If yes, please give details | | |

## Criminal convictions

**<u>Positions not involving contact with our service users:</u>** All candidates are asked to declare unspent criminal convictions. A criminal conviction is not necessarily a bar to employment. If you have declared a criminal conviction this will only be considered if you are selected for interview. If the interview panel believe this to have a bearing on the requirements of the post, this will be discussed further with you.

Do you have a criminal record? ❑Yes ❑ No

If YES, please give details separately in a sealed envelope.

**Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975**

**<u>All positions involving contact with our service users</u>** will require a criminal records check from the Criminal Records Bureau. If you are in doubt as to whether this is relevant for the post for which you are applying, please can the HR department. Possession of a criminal record will not necessarily prohibit an offer of employment, but you should disclose any convictions, **either current or spent,** which will only be considered once the short-listing process is completed and you are selected for interview.

Do you have a criminal record? ❑Yes ❑ No

If YES, please give details separately in a sealed envelope.

## Equal opportunities policy statement

Elim Housing Association works in a diverse society and recognises that some groups and individuals are disadvantaged and may be subject to unfair discrimination.

The association believes that such discrimination is not acceptable and will ensure that policies and practices are implemented to provide equal and fair treatment to all the people it deals with in the allocation of housing, provision of services, the recruitment and employment of staff and when working with contractors and consultants.

The association will comply with the terms of the Equality Act 2010 and any subsequent guidance issued. The association will also comply with the regulatory guidance issued by the Tenant Services Authority (or its successor), the Homes and Communities Agency, the Government Equalities Office and support funders.

Equality of opportunity is vital in the delivery of a service to the public and is fundamental in the provision of social housing and support services. Elim Housing acknowledges that the implementation of explicit policies, backed up by monitoring and review is an essential part of the process. The association's policies and procedures are fully supported by the Board and staff of the association.

**This information is confidential and will be separated from your application form immediately on receipt and before any selection decisions are taken. The information will be used for monitoring purposes only. Thank you.**

| | | | | | |
|---|---|---|---|---|---|
| Gender | ❑ male | ❑ female | | | |
| Age | | Date of birth | | | |
| Marital status | | | | | |
| Religion (please tick) | | | | | |
| Buddhist | ❑ | Christian | ❑ | Hindu | ❑ |
| Jewish | ❑ | Muslim | ❑ | Sikh | ❑ |
| No faith or religion | ❑ | Prefer not to say | ❑ | | |
| Other faith or religion (please state) | | | | | |

Disability

Do you have any permanent disability as defined by the Equality Act 2010 or any statutory modification thereof?

❑ yes ❑ no

Ethnic origin

How would you describe your ethnic origin (please tick):

| | | | | |
|---|---|---|---|---|
| a) | White | ❑ British | ❑ Irish | ❑ Other |
| b) | Mixed | ❑ White & Black Caribbean | ❑ White & Black African | ❑ White & Asian |
| | | ❑ Other | | |
| c) | Asian or Asian British | ❑ Indian | ❑ Pakistani | ❑ Bangladeshi |
| | | ❑ Other | | |
| d) | Black or Black British | ❑ Caribbean | ❑ African | ❑ Other |
| e) | Chinese or other ethnic group | ❑ Chinese | ❑ Other | |
| f) | Question refused | ❑ | | |

Application no.

## Education

Please list schools attended and any exams passed

| School | exams passed |
|---|---|
| | |

Please list any college/university attended and any exams passed

| College/university | exams passed |
|---|---|
| | |

Please list any relevant training courses

| Course | result/qualification |
|---|---|
| | |

Please give details of any professional membership and / or continuing professional development

| |
|---|
| |

## Employment history

Present or most recent employment / voluntary / unpaid work (please account for any gaps)

| | |
|---|---|
| Name of employer/organisation | |
| Address of employer/organisation | from to |
| | leaving salary |
| | other benefits |
| Job title | notice period |
| Brief description of duties | |
| Please give your reasons for seeking new employment | |

## Previous work experience / voluntary / unpaid work

Continue on an extra sheet if necessary

| Period/dates of employment | organisation name and location | position held and brief description of duties | reason for leaving |
|---|---|---|---|
| | | | |
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## Additional information

| |
|---|
| Use this space to explain why you are interested in this post, giving examples of the qualities and skills you have which are relevant. **It is essential to relate your experience (paid or unpaid) to the person specification and job description**. Use extra sheet(s) if necessary. Note: If you do use extra sheet(s), please do not put your name on it. |
| |

| What have been your main achievements over the past 12 months? |
| --- |
| |

| Describe a situation where you have worked as part of a team that had a successful outcome? |
| --- |
| |

## References

| Please give the contact details of two referees (preferably your two most recent employers), one of whom must be your line manager from your present/most recent employer (paid or voluntary work) or an academic referee if you are a student. | |
| --- | --- |
| Name | Name |
| Job Title | Job Title |
| Address and postcode | Address and postcode |
| Tel no | Tel no |
| e-mail | e-mail |
| Relationship to applicant | Relationship to applicant |
| Please tick the box if this reference can be taken up before an offer of employment is made ❑ | Please tick the box if this reference can be taken up before an offer of employment is made ❑ |

## Declaration

| I declare that the information provided in this application is, to the best of my knowledge, correct and complete. I understand that Elim Housing Association is registered under the provisions of the Data Protection Act 1998 and will only disclose information as permitted by the Act. | |
| --- | --- |
| Signed: | Date: |

**Please note: The information given by you throughout this application is accepted as accurate. Any false or inaccurate information deemed to be a deliberate attempt to deceive will disqualify the applicant or if already in post, may result in the employment being terminated.**