SECTION 11: REHABILITATION OF OFFENDERS ACT *Exceptions Orders 1975 and 1986*

As the work for which you are applying involves access to vulnerable people, this post is exempt from the Rehabilitation of Offenders Act 1974. You must therefore declare any convictions you may have, and you are not entitled to withhold information about convictions that for other purposes are spent under the Act. This may not necessarily affect your application, but in the event of employment, failure to disclose such convictions could result in dismissal.

Have you ever been convicted of a criminal offence? Yes ☐ No ☐

If Yes, please give details of the offence(s), including date and sentence:

_____

_____

An enhanced CRB disclosure will be applied for the event of a successful application

SECTION 12: DECLARATION

I confirm that the information I have given on this form is true and complete. I understand that, in the event of being offered a position, I will be required to complete a confidential assessment in the respect of my health history. I understand that any false information or omission on this application form, supporting documentation or health assessment form may render an offer of employment invalid and may lead to termination of employment.

I have read and understood the above statements on the Rehabilitation of Offenders Act. I understand that information provided by me in my application may be held and processed in accordance with the Data Protection Act 1998.

Signed: _____ Date: _____

ALL APPLICATION FORMS WILL BE HELD FOR SIX MONTHS FOLLOWING THE CLOSING DATE

The information will be held securely in accordance with the data protection act.

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS APPLICATION FORM

Choices Housing Association Limited, 1A King Street, Newcastle, Staffordshire ST5 1EN Tel: 01782 254000 Fax: 01782 254001
Industrial and Provident Societies Reg No. 26995R Registered Social Landlord Reg. No. L4178

FOR INTERNAL USE ONLY

Checked at interview: *(please tick)*

☐ Original Certificates

Reasons for not short-listing:

☐ Qualifications
☐ Knowledge
☐ Skills
☐ Experience
☐ Late Application
☐ Withdrawn Application
☐ Relevant Conviction
☐ Incomplete Application
☐ Other *(please state)* _____

Selection Manager: _____

☐ Proof of eligibility to work in the UK seen

Reasons for not appointing:

☐ Qualifications
☐ Knowledge
☐ Skills
☐ Late Application
☐ Selection Tests
☐ Spent Conviction
☐ Medical
☐ Non-attendance at interview
☐ Refusal of offer

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

CHOICES
Your Life, Your Home, Your Choice

Details of Vacancy:	Ref No:
Location:	Department:
Please return to:	Closing date:

PLEASE CONTINUE ON SEPARATE SHEETS IF NECESSARY

SECTION 1: PERSONAL DETAILS

Title: _____ Surname: _____

Former Name (if applicable to qualifications): _____

Address: _____

_____

_____

Postcode: _____

National Insurance No: _____

Do you hold a current driving licence? Yes ☐ No ☐

If yes, is your current licence endorsed? Yes ☐ No ☐

Are you related to a member of our board or an employee?

If yes please state the relationship: _____

Previous address (if less than 3 years at above address):

_____

_____

Forename(s): _____

Tel No: Home: _____

Mobile: _____

Work: _____

Email: _____

Are you over 65 years of age or within 6 months of your 65th birthday? Yes ☐ No ☐

Are you a car owner? Yes ☐ No ☐

May we contact you at work? Yes ☐ No ☐

Are you currently involved in any "back to work" related scheme with Jobcentre Plus? Yes ☐ No ☐

If Yes please state name of scheme:

_____

(Bring any appropriate documentation to your interview)

Are you required to hold a work permit? **YES / NO** *(delete as appropriate)*

If yes, please refer to the notes on Asylum and Immigration Act 1996 *(including amendments to Section 8 2004)*

SECTION 2: PRESENT OR MOST RECENT EMPLOYER

Name and address of employer: _____

_____

_____

_____

Position held: _____

Summary of Duties/Responsibilities:

_____

_____

_____

Date left *(if applicable)*: _____

Reason for leaving *(if applicable)*: _____

Date of employment: _____

Salary/Wage: _____

Other Benefits: _____

Notice required: _____

Contracted hours per week: _____

SECTION 3: DISABILITY DISCRIMINATION ACT 1995

Please indicate if you consider yourself to be disabled: **YES / NO** *(delete as appropriate)*

The DDA defines disability as a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. Please indicate if you consider yourself to be disabled and briefly describe your disability and any environmental or job factors which may need to be considered if you are successful with this application. This will not preclude you from getting an interview or job, it is to assist us in our endeavours to monitor equal opportunities.

_____

_____

_____

SECTION 4: PREVIOUS EMPLOYMENT *(start with the most recent and indicate reasons for any breaks in service)*

Date:	Name & Address of Employer:	Position Held:	Reason for Leaving:

SECTION 5: EDUCATION

School, College, University etc:	Subject:	Level:	Grade:	Date Achieved:

SECTION 6: EDUCATION

Qualifications:	Awarding Body:	Registration No:	Date Achieved:

SECTION 7: WORK RELATED TRAINING COURSES *(including mandatory training)*

Course/Subjects Covered:	Date Completed:

SECTION 8: MEMBERSHIP OF PROFESSIONAL BODIES *(Other than above, and how obtained)*

Successful applicants must be able to provide proof of qualifications

SECTION 9: REFERENCES

Please give details of two referees, including telephone numbers, whom we may approach for a reference. One reference has to be from your last employer (school or college if a student). References from friends, or relatives will not be acceptable. Any offer of employment is subject to satisfactory references.

Name:
Organisation:
Address:

Telephone No:
Email Address:
Relationship:

Name:
Organisation:
Address:

Telephone No:
Email Address:
Relationship:

SECTION 10: FURTHER DETAILS

Please provide any additional information that will assist us in assessing your suitability for the post, eg. relevant experience, training, hobbies, sports, other relevant interests, etc and why you are interested in the post (please use a continuation sheet if necessary).

Have you ever had a break in your career for any length of time? Yes ☐ No ☐

If yes, please give reasons:

Where did you see this post advertised?