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| Post Applied for: |  |

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| Job Application Form |

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| It is important that you read the Job Description/Specification before completing this application form. Please complete this form fully using black ink or type. Applications received after the closing date will not normally be considered. C.V’s are accepted |
| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE** |

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| Section 1 Personal details |

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| --- | --- | --- | --- |
| Last Name: |  | **First Name:** |  |

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| --- | --- |
| Address: |  |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| Postcode: |  | | | | | | |
| **National Insurance No:** | |  |  |  |  |  |  | |  |  |  |

|  |  |
| --- | --- |
| **Daytime Tel No.** |  |

|  |  |
| --- | --- |
| **Mobile Tel No.** |  |

|  |  |
| --- | --- |
| **E-mail address:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Can we contact you at work?** | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you free to remain and take up employment in the UK with no current immigration restrictions? | Yes |  | No |  |

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| **If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.** |

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| Section 2 Present Employment |
| **Present Employment** (If now unemployed give details of last employer) |

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| --- | --- |
| Name of Employer: |  |

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| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Postcode: |  |

|  |  |
| --- | --- |
| Post Title: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Appointment: |  | **Salary:** |  |

|  |  |  |
| --- | --- | --- |
| Department / Section: |  | |
|  | |  | |  |  |  |
| Summary of duties:  |  | | --- | |  | | |  | |  |  |  |
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| Section 3 Previous Employment |
| **Previous Employment** (most recent employer first). Please cover the last 10 years and state nature of business |
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| --- | --- |
| Name of Employer: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | | |
|  |  | | |
|  |  | Postcode |  |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |
| --- | --- | --- |
| **Summary of duties:** | |  |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **Reason for leaving:** |  | |
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| --- | --- |
| Name of Employer: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | | |
|  |  | | |
|  |  | Postcode |  |

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| --- | --- |
| Position Held: |  |

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| --- | --- | --- |
| **Summary of duties:** | |  |
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| --- | --- | --- |
| **Reason for leaving:** |  | |
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| --- | --- |
| Name of Employer: |  |

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| --- | --- | --- | --- |
| Address: |  | | |
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|  |  | Postcode |  |

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| --- | --- |
| Position Held: |  |

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| --- | --- | --- |
| **Summary of duties:** | |  |
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| --- | --- | --- |
| **Reason for leaving:** |  | |
| Continue on a separate sheet if necessary | |

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| Section 4 Education |
| Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first: |

|  |  |  |  |
| --- | --- | --- | --- |
| **College or University** | **Course** | **Qualifications and grades obtained** | |
|  |  |  | |
| **School** | **Subjects** | **Qualifications and grades obtained** | |
|  |  |  | |
| Continue on a separate sheet if necessary | | |

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| Qualifications |
| Please give details: |

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| --- | --- | --- |
| **Professional/Technical/**  **Management Qualifications** | **Course Details** | |
|  |  | |
| **Membership of any Professional / Technical Associations- Please state level of Membership:** | | |
| Continue on a separate sheet if necessary | |

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| Section 5 Training and Development |
| Please give details of any training and development courses or non-qualifications courses which support your  application. Include any on the job training as well as formal courses. |

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| **Title of Training Programme or Course** | **Duration of Course** | |
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| Continue on a separate sheet if necessary | |

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| Section 6 Personal Statement | |
| **Abilities, skills, knowledge and experience.**  Please use this section to explain in detail how you meet the requirements of the Job Specification. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used. | |
|  | | | |
| Continue on a separate sheet if necessary | |

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| **Section 7 Rehabilitation of Offenders Act (1974)** |

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| Do you have any convictions that are unspent under the rehabilitation of offenders act 1974? | Yes |  | No |  |

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| If yes, please give details / dates of offence(s) and sentence: |
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| **Section 8 Protecting Children and Vulnerable Adults** |

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| This post is subject to an Enhanced CRB check as you may be working on your own with children or older people. |

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| **Enhanced Checks Only**  Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? | Yes |  | No |  |

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| **Section 9 Disability Discrimination Act** |

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| This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day to day activities. **(See Job Description & Specification).** |

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| Do you have a disability which is relevant to your application? | Yes |  | No |  |

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| If yes, please give details: |
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| **We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.** |

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| **Do we need to make any specific arrangements in order for you to attend the interview?** | Yes |  | No |  |

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| If yes, please give details: |
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| **Section 10 Health** |

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| Successful applicants will be required to complete a detailed medical questionnaire and may be required to attend a medical examination prior to being appointed. |

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| Number of days sickness absence in the last 2 years: |  |

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| --- | --- |
| Please state number of occasions in the last 2 years: |  |

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| **Section 11 References** |

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| Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are. |

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| --- | --- | --- |
| **Reference 1** |  | **Reference 2** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | **Name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Position (job title): |  | **Position (job title):** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Work Relationship: |  | **Work Relationship:** |  |

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| --- | --- | --- | --- |
| Organisation: |  | **Organisation:** |  |

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| --- | --- | --- | --- | --- | --- |
| Address: |  | | **Address:** |  | |
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|  |  | |  |  | |
|  | **Postcode** |  |  | **Postcode** |  |

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| --- | --- | --- | --- |
| Telephone No: |  | **Telephone No:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| E-mail: |  | **E-mail:** |  |

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| Are you willing for this referee to be approached prior to the interview? | Yes |  | No |  | Are you willing for this referee to be approached prior to the interview? | Yes |  | No |  |

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| **Section 12 Recruitment Monitoring Form** |

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| This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained purely for monitoring purposes. |

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| Application for the post of: |  |

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| To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION OF THE APPLICATION FORM. |

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| --- |
| What is your Ethnic Group? |
| Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| A. White | |  | | D. Black or Black British | |  |
| White UK | |  | | Black Caribbean | |  |
| Irish | |  | | Black African | |  |
| White non-UK | |  | | Any other Black background  (please give details): | |  |
| Any other White background  (please give details): | |  | | |  |  |
|  |  | |  | | | | |
| B. Mixed | |  | | **E. Chinese or other ethnic group** | |  |
| White & Black Caribbean | |  | | Chinese | |  |
| White & Black African | |  | | Vietnamese | |  |
| White & Asian | |  | | Any other ethnic background  (please give details): | |  |
| Any other Mixed background  (please give details): | |  | | |  |  |
|  |  | |  | | | | |
| C. Asian or Asian British | |  | | **F. I do not wish to provide this information** | |  |
| Indian | |  | |  | | | |
| Pakistani | |  | |  | | | |
| Bangladeshi | |  | |  | | | |
| Any other Asian background  (please give details): | |  | |  | | | |

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| **Section 12 Recruitment Monitoring Form continued** |

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| --- | --- | --- | --- |
| Gender |  | | |
| Male |  | Female |  |

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| **Disability** |
| Disability is defined as “physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities”. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you consider yourself disabled? | Yes |  | No |  |

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| --- |
| If yes, please give details: |
|  | |

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| --- | --- | --- | --- |
| Present Status |  | | |
| Internal Applicant |  | External Applicant |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Age Group |  | | | | |
| 16-25 |  | 26-35 |  | 36-45 |  |
| 46-55 |  | 56-65 |  | 66-70 |  |
| Over 70 |  |  | | | |

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| --- | --- | --- |
| Media | |  |
|  | Please state where you saw this post advertised | |
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| For Office Use Only: | | |
| Start Date: |  |  | |

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| **Section 13 Declaration** |

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| A. Relatives/Other Interests  Any candidate who directly or indirectly canvasses a Barnsbury Housing Association employee will be disqualified from consideration for the job. The Association does not bind itself to appoint any applicant. |

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| --- | --- | --- | --- | --- |
| Are you related to or do you have a close personal relationship with an employee(s) of Barnsbury Housing Association? | Yes |  | No |  |

|  |  |
| --- | --- |
| If yes, specify name(s), position(s) and relationship(s) |  |

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| --- | --- | --- | --- | --- |
| If appointed, do you have any interests or hold any appointments that may conflict with employment by the Association in the role for which you have applied?  If yes, please detail on a separate sheet. **(See Job Description & Specification)** | Yes |  | No |  |

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| B. Statement to be Signed by the Applicant  Barnsbury Housing Association is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives.  Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered. I acknowledge that Barnsbury Housing Association is under a duty to protect the public funds it administers and to this end I agree it may use information provided on this form for prevention and detection of crime and it may share this information with other bodies solely for these purposes. I hereby give consent to such collection, storage and processing of my personal data and I agree that the information given on this form may be used for data registration purposes. **I hereby certify that:**   * **all the information given by me on this form is correct to the best of my knowledge** * **all questions relating to me have been accurately and fully answered** * **I possess all the qualifications which I claim to hold** * **I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.** |

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| --- | --- | --- | --- |
| Signed: |  | **Date:** |  |

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| (NB. Unfortunately applicants who do not hear from Barnsbury Housing Association must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post. If you would like to know if we have received your application form please enclose a stamped addressed post card or send an email to the email address below.)  Barnsbury Housing Association undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc.) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.  If you are returning this form by email, you will be asked to sign your application at interview. |

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| --- | --- |
| R E T U R N I N G T H I S F O R M | |
| **By Hand or Post:**  Barnsbury Housing Association  16b Cloudesley Street  Islington  London N10HU | **By E-Mail:**  info@barnsbury.org  **Enquiries:**  020 7704 2324 [www.barnsbury.org](http://www.barnsbury.org) |