



Hull Churches Housing Association Limited

Studio 701

17 Princess Street

Hull HU2 8BJ

Application for Employment

Please complete the form legibly in black ink so it may be photocopied. Also please attach any additional information which you think would benefit your application. **Please note CVs will not be accepted in whole or part replacement of this application.**

POST APPLIED FOR:	
How did you hear of this vacancy?	

Personal Details

Surname:		Ms/Miss/Mrs/Mr:	
First names:			

Contact Information	
Address:	
Postcode:	
Email:	Mobile:
Home telephone:	Work telephone:

Education

[illegible]

****Please note you will be required to produce certificates or proof of achievement to validate your qualifications.**

Professional Qualifications

Awarding body / institution	Qualification(s)obtained	Dates

Training

Please tell us about training or courses attended as part of your continuous professional development

Employment & Work Experience

In this section we want to know about your history of employment starting with your most recent experience. Please let us know all details, explaining any gaps in dates

Current or most recent employment

Name of employer:		
Employer address:		
Employer postcode:		Telephone number:
Post held:		
Date of appointment	From:	To:
Annual salary £ (Include pay scale if relevant)	Starting:	Current/ final:
Other benefits (e.g.: bonus or car allowance)		
Summary of duties and responsibilities		
Period of notice required:		
Reason for leaving:		

Work experience history

Name and address of previous employer:			
Position held	From	To	Annual salary
Main duties and responsibilities			
Reason for leaving			

Name and address of previous employer:			
Position held	From	To	Annual salary
Main duties and responsibilities			
Reason for leaving			

Name and address of previous employer:			
Position held	From	To	Annual salary
Main duties and responsibilities			
Reason for leaving			

Name and address of previous employer:			
Position held	From	To	Annual salary
Main duties and responsibilities			
Reason for leaving			

Name and address of previous employer:			
Position held	From	To	Annual salary
Main duties and responsibilities			
Reason for leaving			

Name and address of previous employer:			
Position held	From	To	Annual salary
Main duties and responsibilities			
Reason for leaving			

Supporting Information

Please tell us concisely how your skills, qualifications, and experience match those required of the post as set out in the person specification and job description. Use these criteria to tailor your application and show why you are suitable, how you fit the principal accountabilities and what you bring to the post. *(Continue on the following page (s) if needed)*

Supporting Information <i>continued</i>

Supporting Information *continued*

Referees

Please give details for two referees. If you are or have been employed the first referee must be your current or latest employer. The second referee should be from a previous employer or someone you have worked with in a voluntary or paid capacity if your employment history is limited.

Referee 1 <i>(Previous employer)</i>
Name:
Job title:
Address:
Postcode:
Telephone number(s):
Email:

Referee 2 <i>(Previous employer)</i>
Name:
Job title:
Address:
Postcode:
Telephone number(s):
Email:

May we take up this reference without contacting you beforehand?			
Yes		No	

May we take up this reference without contacting you beforehand?			
Yes		No	

Additional Information

Do you have a full current driving licence?	Yes		No	
---	-----	--	----	--

Do you have access to a car or alternative transport for work purposes?	Yes		No	
---	-----	--	----	--

Please give any dates on which you are not available for interview and any holiday commitments we would need to honour, should your application be successful

Declarations

Interests

Are you related to, or do you have close personal relationship with, any employee or Board Member of the Association, or its subsidiary, HCHA Trinity Limited?	Yes		No	
--	-----	--	----	--

Are you related to, or do you have close personal relationship with, any HCHA tenant?	Yes		No	
---	-----	--	----	--

If you have answered yes above, please give name and details below.

Employment status

Are you a national of one of the European Economic Area countries who is able to work without a visa in the UK?	Yes		No	
---	-----	--	----	--

If no, do you have a visa allowing you the unrestricted right to work in the UK? **	Yes		No	
---	-----	--	----	--

** Please note we will need to see originals of any relevant documentation prior to appointment.

Have you completed and signed the mandatory Disclosure Attachment Form included with this application?	Yes		No	
--	-----	--	----	--

I declare that to the best of my knowledge the information given on this form, and any mandatory accompanying documentation, is true and correct and can be treated as part of any subsequent contract of employment. I understand that my application may be rejected and/ or I may be dismissed without notice following appointment if I have given false or misleading information or withheld any relevant details.			
I give permission for enquiries to be made to confirm qualifications, experience, dates of employment and my right to work in the UK and for the release by other people or organisations of necessary information to verify the content.			
I confirm understanding that the appointment may be subject to a satisfactory medical examination			
Signed		Date:	

Please return the completed application form and other relevant documents as per the information in the job advert.

DISCLOSURE ATTACHMENT FORM

IMPORTANT NOTICES TO APPLICANTS

1. Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act. Therefore, Hull Churches Housing Association is entitled to access relevant information regarding criminal convictions from the Disclosure and Barring Service (DBS). This process is called 'Disclosure'.
2. Please complete this form and return it prior to the interview date. This gives us the opportunity to consider any information it contains before the interview.
3. Applicants are not entitled to withhold information about convictions unless they are deemed "spent" under the provisions of the Act, and should you be offered employment and it is discovered that you have failed to disclose any relevant convictions then the offer of employment may be withdrawn by the authority. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies. This information will only be seen by Personnel Officers and Counter-Signatories, and not the selection Panel.
4. If you are successful, you will be required to fill in a Disclosure Application Form.

PLEASE COMPLETE THE FOLLOWING SECTIONS

SECTION 1

Do you have any unspent convictions, cautions, reprimands, or warnings? No

If the answer is YES to either, please state nature of offence and the date and place of the conviction, caution, reprimand, or warning.

Signature _____

Date _____

SECTION 2

It is the policy of Hull Churches Housing Association because the nature of the work and the vulnerability of clients that references are sought, and the enquiries made before anyone is appointed to work with children or vulnerable adults.

When enquiries are made it is important that identity is clear and should you have been previously known by any other name (e.g., maiden name, former marriage, change by deed poll etc.) then you are requested to declare this in the space below.

I have previously been known as:

Signature _____ Date _____

SECTION 3

Please provide details of any time not accounted for since leaving school. (Include dates, whether in work, unemployed, domestic circumstance, etc.)

SECTION 4

Note to applicant: Because of the nature of the work you are applying for, references will always be taken from a current employer. One referee on the Application Form should be a current or most recent employer.

References may also be requested from any previous employer.

I declare that the information given on this form is to the best of my knowledge true and complete. I understand that Hull Churches Housing Association can verify this information and failure to disclose relevant information may lead to any offer of employment been withdrawn.

Name: _____
Post Title: _____
Signature: _____
Date: _____

Hull Churches Housing Association
Equal Opportunities Monitoring Information

Hull Churches Housing Association aims to ensure that no job applicant or employee receives less favourable treatment or is disadvantaged by any conditions or requirements that cannot be shown as justifiable. In order to assist us in checking that this policy is carried out – and for that purpose only – it would help if you could complete the following.

You are under no obligation to complete this section and it will not affect your application in any way. This monitoring information will be separated from your application form as soon as received and will not be passed to anyone involved in short listing, interviewing or appointment. (See note in Section 3.)

1. I would describe my ethnic group as: (tick most appropriate box and one box only)		
A White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Other (specify below)	B Mixed <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Other (specify below)	C Asian or Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other (specify below)
D Black/Black British <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other (specify below)	E Chinese <input type="checkbox"/> Chinese <input type="checkbox"/> Other (specify below)	F Other <input type="checkbox"/> Any other (specify below)
2. I would consider my religion or belief as: (tick most appropriate box and one box only)		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish </div> <div style="width: 45%;"> <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/> Other (please specify) <input type="checkbox"/> None </div> <div style="width: 10%; text-align: right;"> <input type="checkbox"/> Prefer not to say </div> </div>		
3. Do you consider you have a disability? If yes, please list any special requirements if asked to attend for interview? <i>To make these arrangements we may need to give details of your disability to the panel. Please indicate your permission for us to do so by ticking the box opposite.</i>	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="border-top: 1px dotted black; height: 20px; margin-top: 5px;"></div> <div style="border-top: 1px dotted black; height: 20px; margin-top: 5px;"></div> <div style="margin-top: 20px;"> <input type="checkbox"/> </div>	
4. My gender is:	<input type="checkbox"/> Male <input type="checkbox"/> Female	
5. I consider my sexual orientation to be:	<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Heterosexual <input type="checkbox"/> Gay/Lesbian </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> Bisexual <input type="checkbox"/> Prefer not to say </div>	
6. Age last birthday:		

