

**Application Form** Role Applied for: …………………………………..

How did you hear about the vacancy?: ………………………………….

|  |  |
| --- | --- |
| **Name:** | **Do you hold a current driving license?**  **Yes No** |
| **Address:** |
| **Do you have access to reliable transport?**  **Yes No** |
| **Endorsements:** |
| **Telephone:** |
| **Email:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATION** |  |  |  |
| **School/College(s) Attended** | **From** | **To** | **Qualifications Gained** |
|  |  |  |  |

**Previous employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer name & Address** | **From** | **To** | **Salary** | **Position held & reason for leaving** |
|  |  |  |  |  |

|  |  |
| --- | --- |
| Please explain why this job interests you and what additional knowledge, skills, qualities and experience you possess that make you suitable for the post. **Continue on a separate sheet if necessary**. | |
| **Holiday commitments:** | |
| **Are you related to any current or former employee, Tenant or Board member of HCHA:**  **Yes No** | |
| **Referees – please give two referees one of which should be your current or most recent employer** | |
| **Name:** | **Name:** |
| **Role:** | **Role:** |
| **Address:** | **Address:** |
| **Email:** | **Email:** |
| **Criminal Record -** Have you ever been convicted of a criminal offence in a civil or military court? If so, please give details. Please note checks will be carried out prior to an offer of employment. | |
|  | |
| **Declaration:**  I confirm that, to the best of my knowledge, the information given on this form is true and correct and can be treated as part of any subsequent contract of employment.  ***(Any appointment offered to you will be made on the basis of your application and interview and the Association reserves the right to terminate your employment, without notice, in the event it is discovered that the information provided was not accurate in some material way.)***  I understand that the appointment may be subject to a satisfactory medical examination.  Please note that the confirmation of entitlement of work in the UK as identified in the Asylum and Immigration Act will be required from the successful candidate before appointment is confirmed. | |

**Signed: …………………………………………………………………….. Date: …………………………………**