

Application for Employment

Please complete in BLACK INK or TYPE



Poole Housing Partnership Ltd

PERSONAL

Post of:		N.I. No:			
Surname:		Forename(s):			
Previous Name(s) if applicable		Mr / Mrs / Miss / Ms / Dr			
Address:					
Post Town:		Postcode:			
Tel (Home):		Mobile:			
Tel (Work):		E-mail:			
NAME and ADDRESS OF SCHOOL, COLLEGE, UNIVERSITY ATTENDED		DATES From To		QUALIFICATIONS GAINED	GRADE/ LEVEL
ATTENDANCE AT TRAINING COURSES		DATES From To		SUBJECTS COVERED	

EDUCATION & TRAINING



Awarded for excellence



INVESTOR IN PEOPLE



POSITIVE ABOUT
DISABLED PEOPLE



An Excellent Organisation

Quality Homes In Strong Communities

EMPLOYERS NAME:	
JOB TITLE:	DATE APPOINTED: inc day, month year
SALARY/WAGE AND GRADE:	PERIOD OF NOTICE REQUIRED:
BRIEF DESCRIPTION OF DUTIES/RESPONSIBILITIES:	

EMPLOYERS NAME and ADDRESS	JOB TITLE	BRIEF DESCRIPTION OF DUTIES	DATES	
			From	To

Give the names and addresses of two referees of whom confidential enquiries may be made - one of whom must be your **CURRENT** employer (or, if not currently employed, your last employer). If you have been with your current employer for less than 3 years, you should also give your previous employer as a referee.

1. Name: <input type="text"/> <input type="checkbox"/>	2. Name: <input type="text"/> <input type="checkbox"/>
Address: <input type="text"/>	Address: <input type="text"/>
Postcode: <input type="text"/>	Postcode: <input type="text"/>
Tel no: <input type="text"/>	Tel no: <input type="text"/>
E-mail: <input type="text"/>	E-mail: <input type="text"/>
Capacity in which known to you: <input type="text"/>	Capacity in which known to you: <input type="text"/>

If you are selected for interview, will contact your referee(s). If you DO NOT wish us to contact the referee(s) before interview, please enter 'X' in the box(es).

Information to be sought from your referee(s) will (as appropriate) include the length of time they have known you, your duties and reasons for leaving, the number of days sickness absence (but not reasons), details of any disciplinary action, your skills/abilities, work relationships and attitude, strengths and areas for development and (for relevant posts) your suitability for access to vulnerable adults/children and young people.

Poole Housing Partnership reserves the right to refer to any previous employment history with the Borough of Poole.

RELEVANT EXPERIENCE

The information you provide in this section will be used in assessing your application, and will determine whether you are short-listed for interview or not. Please use this space to state how your skills, experience and training would enable you to meet the requirements of the job for which you are applying. Please refer to the criteria outlined in the person specification.

If additional space is required, please continue on a separate sheet

REHABILITATION OF OFFENDERS ACT 1974 (as amended)

Have you ever been convicted of a criminal offence, which under the provisions of the above Act (see attached notes) is not 'spent' **YES/NO** If 'YES', please enclose details.

For certain posts, any offer made will be subject to checking by the Criminal Records Bureau.

MISCELLANEOUS

Do you hold a current driving licence?

YES/NO

Do you have a vehicle to use for work?

YES/NO

Do you have a leased car?

YES/NO

Vehicle registration No:

Are you related to a Councillor or employee of Poole Housing Partnership or the Borough of Poole?

YES/NO

If 'YES', please give details:

Name:

Relationship:

All forms of canvassing will automatically disqualify candidates from appointment e.g. you must not ask a Councillor or employee of either Poole Housing Partnership or the Borough of Poole to use their influence to help you to get a job with Poole Housing Partnership.

If you are currently under a contractual relationship with Poole Housing Partnership or the Borough of Poole (e.g. as a supplier or developer) or currently negotiating a contract, please give details:

Do you wish to apply for this job on a 'job share' basis, in-line with Poole Housing Partnership's policy?

YES/NO

If 'YES', which days and hours would you prefer to work?

Days:

Hours:

Please give any dates on which you would **NOT** be available for interview:

Where did you see this post advertised?

Do you consider yourself to have a disability as defined by the Disability Discrimination Act?

YES/NO

(Please refer to the *Equal Opportunity Monitoring Slip* for definition)

Is there anything we need to know about your disability in order to offer you a fair selection opportunity?

How many days sickness absence have you taken in the last 24 months?

days

DATA PROTECTION ACT 1998

1. Poole Housing Partnership (PHP) is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.
2. If you have previous local government service, or other service that counts as continuous, in the event of you being offered a post, PHP will seek confirmation from your last place of work of your date of employment for continuous service purposes. PHP will also seek details of the number of days sickness absence (not reasons) in the last 12 months for the purposes of administering the local government sick pay scheme. You are deemed to have given this consent by signing this application form.
3. You are also deemed to have given consent for PHP to seek verification of any information you have given in this application.

I certify that the information I have given is correct, and I understand that should I make an incorrect statement on this application, or should I wilfully conceal any material fact, I will, if applicable, be liable to dismissal.

Signed:

Date:

Please return this application form to:

**Poole Housing Partnership
Beech House
28-30 Wimborne Road
POOLE
BH15 2BU**

**EQUAL OPPORTUNITIES
MONITORING INFORMATION**

Poole Housing Partnership operates a policy of equal opportunity and fair treatment for employment and advancement.

To assist in monitoring the policy and for this purpose only, you are asked to give details of your gender, age, ethnic origin and disability.

This page of the application form will not be seen by those who have to decide on the list of applicants to be invited to interview.

Name:

Application for post of:

Date of birth:

Female: Male:

Do you consider yourself to have a disability as defined by the Disability Discrimination Act? (i.e. "a physical or mental impairment, which has a substantial and long-term adverse affect on a person's ability to carry out normal day-to-day activities")

Yes: No:

**EQUAL OPPORTUNITIES
MONITORING INFORMATION**

Ethnic Origin
(in accordance with the Commission for Racial Equality)

White

- British
- Irish
- Gypsy/Roma
- Traveller of Irish Heritage
- Any other White background (please state)

Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other Mixed background (please state)

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background (please state)

Mixed

- Caribbean
- African
- Any other Black background (please state)

**Chinese or
Other ethnic group**

- Chinese
- Any other Black background (please state)