



Application for Employment

STRICTLY CONFIDENTIAL

Please read the guidance notes before completing this application form

Application for employment as _____

Surname _____

Initials _____

Home Address _____

Home Telephone _____

Work Telephone _____

Mobile Telephone & Email Address _____

Education and Training

School/College _____

Examinations & Qualifications
(include level, grade) _____

Employment History

Please start with your present or most recent employment, include any service with H.M. Forces (**Please do not attach a CV, it will not be considered**).

Date From	To	Employer & Nature of Business	Position Held & Details of Duties	Reason for Leaving

Please continue on a separate sheet if necessary

Please give details of your current salary

£

Professional and Other Training

Additional Information

Please enclose, on a separate sheet and in your own style, your reasons for applying for this position. We are particularly interested in hearing about your relevant experiences and achievements, and the personal qualities, which suit you to the post. **(Please do not attach a CV as it will not be considered)**

References

(Please refer to the guidance notes before completing this question)

Name	Name
Job Title	Job Title
Capacity in which known	Capacity in which known
Address	Address
Telephone Number & Email Address	Telephone Number & Email Address
Can we contact prior to interview? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can we contact prior to interview? <input type="checkbox"/> Yes <input type="checkbox"/> No

Have you any existing connections with Impact Housing Association? (e.g. are you related to a member of staff, committee member or tenant, or are you an approved contractor) Yes No

If yes, please provide details

Do you hold a valid driving licence?

Yes No

Do you have your own transport?

Yes No

All candidates must answer this question.

Have you ever been convicted of a criminal offence which is “not spent” under the Rehabilitation of Offenders Act 1974?

Yes

No

If yes, please give details

Only candidates who will be working with children & vulnerable people should answer this question. (Please refer to the “job pack letter”/role profile for clarification or call us).

You will be working within an environment or establishment where you may come into contact with children or other vulnerable people. Therefore, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended in 2013 (“the Act”) requires us to ask you for additional information, as a criminal record check from the Disclosure & Barring Service will be required.

Do you have any previous convictions including cautions, reprimands, final warnings, bind-overs or any convictions from overseas that are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended in 2013?

Yes

No

Please note the amendments to the Act mean that certain convictions and cautions are not “protected” and do not, therefore, have to be disclosed. Please see separate Guidance available on our website for details.

If yes, please give details

Eligibility to Work in the UK

Would you need a work permit for the UK?
If YES, please provide full details.”

Yes

No

Declaration

I certify that to the best of my knowledge, the information given in this application is correct.

Signature

Date

Please return your completed application form and diversity monitoring form to:

Lynda Mossop/Julie Canfield, Impact Housing Association Ltd, Nook Street, WORKINGTON, Cumbria, CA14 4EH.