****

1. **Post Details**

Post applied for:

**Application Form**

**2. Personal Details**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Family name:  Title:  Address:  Telephone:  Mobile: | Other names:  National insurance number:  Do you have a current full driving licence?   |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No |   Do you have use of a vehicle?   |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No |   Email: |

**3. Present Employment (If you are not currently employed please leave blank)**

Job Title:

Employers Name:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Address:  Postcode:  Telephone Number: | Basic pay:  Date started:  Period of notice:  May we contact you on this number?   |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | |

**Outline of key duties & responsibilities:**

**Reason for application or reason for leaving:**

**OFFICE USE ONLY:**

**SHORTLISTED INTERVIEWED APPOINTED**

**4. Experience (This should include paid & unpaid employment, work experience, placements etc)**

**Please list your experience over the last 5 years with your most recent first.**

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| --- | --- | --- | --- | --- | --- |
| Organisation | Role | Salary | Period from  MM/YYYY | Period too  MM/YYY | Reason for leaving |
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**Please specify time not accounted for by the above dates:**

**5. Summary of Experience, Skills, Knowledge & Competencies**

Tell us about any skills or experience you have that are transferable to this role.

**5. Summary of Experience, Skills, Knowledge & Competencies**

Continued:

**6. Person specification (please use one additional paper if necessary)**

Tell us how you meet the person specification for this role.

**7. Criminal Convictions & Cautions**

Do you hold a CRB disclosure less than 2 years old?  Yes  No

The rehabilitation of Offenders Act 1974 aims to ensure that offenders who have not re-offended for a period of time since their conviction are not unfairly discriminated against when applying for jobs. You need only tell us about any unspent convictions you have in this section.

Have you been convicted by the courts of any criminal offence which is currently unspent?

Yes  No

Are you currently the subject to any police investigations following allegations made against you?

Yes  No

If you have answered YES to any the above questions, please give details of offences, penalties, dates and country in which they occurred, or of allegations made against you, in a sealed envelope marked CONFIDENTIAL with your name and the post you have applied for and attached to this application form. Answering YES will not necessarily prevent you from being considered for the post.

**8. Relationships**

Are you related to any members of staff or Trustees of Action Homeless  Yes  No

If yes, please give details

**9. Relevant Qualifications & memberships of Professional Bodies**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification Gained**  (please be prepared to show evidence at interview) | **Grade** | **Date achieved**  **MM/YYYY** | **School/College/University** |
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| --- | --- | --- |
| **Professional Body / Association** | **Qualification/membership Level** | **Date of qualification/membership** |
|  |  |  |
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**10. Relevant Short courses / Awards (short courses attended/certificates/awards)**

|  |  |
| --- | --- |
| **Course Title** | **Date Attended** |
|  |  |
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**11. Hobbies and Interests:**

**11. Data Protection**

The information you provide will be processed in accordance with the General Data Protection Regulation. The application form is used for short-listing, interviewing and monitoring purposes. If you are not appointed, your form will be retained for a period of 6 months after which it will be disposed of securely. If successful, applications are retained for the period of your employment and afterwards for a period of seven years.

Please visit our website to see our full privacy notice for job applicants <http://actionhomeless.org.uk/privacy-policy/>

**12. Interview Arrangements**

Please indicate below any dates when you would not be available to attend for interview:

**13. References (references will only be taken up for successful applicants)**

**MOST RECENT EMPLOYER ANY OTHER PREVIOUS EMPLOYER**

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Postcode: | Postcode: |
| Email: | Email: |
| Telephone Number: | Telephone Number: |
| Title/Position: | Title/Position: |
| Relationship to applicant: | Relationship to applicant: |

**Please note that an offer of employment is subject to Action Homeless receiving satisfactory references, one of which should be your present employer. Action Homeless may choose to write to any previous employers for a reference however your consent will be obtained first.**

**14. Declaration**

* I declare that the information I have given on this form is, to the best of my knowledge, correct, true and accurate and that I have not omitted any facts which may have any bearing on my application. I understand that falsification of any information may lead to withdrawal of any offer of employment, or dismissal where employment has already commenced.
* By signing this form I agree to Action Homeless using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.
* I also understand that if I don’t tell you about any relationships with members of staff or the Board of Trustees, or I neglect to tell you about any criminal convictions/cautions/reprimands/final warnings, and this is discovered after appointment, I could be dismissed without notice.
* I also understand that any offer of employment is subject to satisfactory references, CRB disclosure and evidence of the right to work in the UK.

**Signature: Date:**

**14. Checklist**

Checklist: Please ensure that you have:

Filled in all relevant parts of the form

Signed and dated the declaration

Correctly addressed the return envelope

Completed the monitoring form

Read and understood the Data Protection Act – Fair Processing Statement

Correctly responded to the question on criminal convictions

**15. Returning Application**

Please return your completed application in an envelope marked CONFIDENTIAL to:

**HR Manager**

**Action Homeless**

**Ridgeway House**

**Little Hill**

**Newton Lane**

**Wigston**

**Leicester**

**LE18 3SE**

**16. Monitoring**

**Completion of this section is voluntary and in confidence**

1. **Media Source**

Where did you hear about this vacancy?

1. **Equal Opportunity Monitoring**

Date of Birth: Gender: Male Female

1. **Disability**

Please tick the box that describes your disability status:

Do you consider yourself to have a disability or a long-term health condition?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

What is the effect or impact of your disability or health condition?

1. **Religion**

**** Buddhist **** Christian **** Hindu **** Jewish

**** Muslim **** Sikh **** None  Other please state

1. **Ethnic Origin**

**White Mixed Asian or Black or Chinese or**

**Asian British Black British Other ethnic group**

British White & black Indian Caribbean Chinese

Caribbean

Irish White & Black Pakistani African Other

African

Other White & Asian Bangladeshi Other

Other Other