

Tai Esgyn Housing
 Company no: 1296339 Charity no: 506076

Application for Employment

The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment. Where the application is successful Tai Esgyn Housing may, from time to time, wish to process this information (as updated periodically) for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Acts 1984 and 1998. Please also note that Tai Esgyn Housing may approach third parties to verify the information that you have given. By signing this form you will be providing us with your consent to all these uses. On completion please return this form to:

Name: Emma Davies
 Position: Administrator
 Address: Tai Esgyn Housing, Beaufort House, Beaufort Road, Plasmarl, SA6 8JG

POSITION APPLIED FOR: HOUSING SUPPORT OFFICER

PERSONAL DETAILS

Title (Mr/Mrs/Miss/Ms):		Surname/family name:	
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Forenames:	
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Address:	
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	Postcode:	
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Daytime tel. no:	Work:		Evening tel. no:	Work:	
	Home:			Home:	

(NB: Calls to work numbers will be made discreetly)

If the job requires it: (Tick as appropriate)

1. Will you relocate?	Yes		No	
2. Travel?	Yes		No	

EDUCATION

(List details of relevant qualifications etc.)

Please note, the organisation may ask to see your original educational certificates.

Secondary School/College University, etc	From–To	Qualifications obtained	Subjects	Grades
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MEMBERSHIP OF PROFESSIONAL BODIES

Awarding Body	Grade of Membership	Date attained
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PRESENT (LAST) EMPLOYMENT DETAILS

Name of employer (and location):	
Nature of business:	
Your job title:	
Brief details as to the nature of your work. Include details of responsibilities and achievements. (Continue on a separate sheet of paper, if necessary):	
Date joined:	
Date appointed to present (last) job:	
Salary/wage (current or on leaving):	
Date left and reason. (if applicable):	

PREVIOUS EMPLOYMENT (most recent first)

Employer's Name & Address	Your Job Title	Type of Business	From - To	Reason for leaving

REFERENCES

All appointments are subject to the receipt of satisfactory references. Please provide details of two appropriate referees to whom confidential enquiries may be made. These should preferably be:

1. Your manager in your current (last) job **AND**
2. A similar individual from a previous employment.

If without two previous jobs (or unable to do this) please provide, as appropriate, the names of two educational or personal referees (though not ones who are related to you).

1. Name
Position
Address

2. Name
Position
Address

Contact tel.
no:

Contact tel.
no:

Please state whether we may approach these referees at any time or only after an offer of employment has been made (tick as appropriate):

At any time:

Only after offer:

PERSONAL QUALITIES, SKILLS AND ABILITIES

Please provide here any other information that may assist your application, including why you believe yourself to be suitable for this job. (Continue on a separate sheet of paper, if necessary).

OTHER SKILLS

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OTHER INFORMATION

Are you currently eligible for employment in the UK?	Yes		No	
Please state what documentation you can provide to demonstrate this e.g. British passport/ European Economic Area identity card/ full birth certificate/ passport or travel document showing an authorisation to reside and work in the UK.				
Have you ever been convicted of a criminal offence?	Yes		No	
If yes, please provide details below. (Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974).				
Do you have a current driving licence?	Yes		No	
If yes, please specify type (motor car/HGV, etc)				
Is your driving licence free of endorsements?	Yes		No	
If no, please give details of any points or convictions, including any pending convictions				
Do you have an armed service/public duties commitment (eg are you a JP/Councillor)?	Yes		No	
If yes, please give details				
Have you made an application to the company before?	Yes		No	
If yes, please give details				

HEALTH

Applications from disabled candidates are welcomed and the organisation will make every effort to ensure a fair selection process.

Are you in good health?	Yes		No	
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Please give details of any health/disability problem(s) which may be relevant to the position applied for.

Please describe below any reasonable adjustments that you feel should be made to the recruitment process to assist your application for the job.

Please describe below any reasonable adjustments that you feel should be made to the job itself which would enable you to carry out the job duties.

DECLARATION

I declare to the best of my knowledge and belief, that all particulars I have given are complete and true. I understand that any false declaration, misleading statement or significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, a criminal records bureau check, an Occupational Health report and the completion of a 6 Month Probationary Period, all of which must be deemed by the company as satisfactory.

Signed

Date