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| **EMPLOYMENT APPLICATION FORM** | |
| **Title of Post:** |  |
| **Closing Date:** |  |
| **Interview Date:** |  |
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| **Personal Information** | |
| Forename: |  |
| Surname: |  |
| Address: |  |
| Postcode: |  |
| Home Telephone No: |  |
| Mobile No: |  |
| E-mail Address: |  |
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| **Data Protection** | |
| The personal information provided in this application form will be processed for the purpose of assessing your suitability for the role applied for and to contact you regarding the recruitment process. Further information on how we process personal data and your rights, is included in our Applicant Privacy Notice available on our website or on request. | |
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| **Rehabilitation of Offenders Act 1974** | |
| The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored, after a ‘rehabilitation period’. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions that are ‘spent’ under the provision of the act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. If selected for interview you will be required to complete a criminal convictions declaration form that will only be reviewed if an offer of employment is being made. | |

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| **Referees** | | | |
| Please give details of two referees. They should be qualified to comment on your ability and experience for this appointment and should include a referee from your current or most recent employer. Homes for Life does not accept references from family members. If you do not wish your current employer to be approached following short-listing, please indicate in the box below. | | | |
| Name: |  | Name: |  |
| Position: |  | Position: |  |
| Company: |  | Company: |  |
| Address: |  | Address: |  |
| Postcode: |  | Postcode: |  |
| Email: |  | Email: |  |
| Tel No: |  | Tel No: |  |
| Fax No: |  | Fax No: |  |
| Do Not Approach: | 🞏 | Do Not Approach: | 🞏 |
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| **Declaration** | | | |
| I have read this application form fully and I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld any relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed without notice. | | | |
| **Signed:** |  | | |
| **Date:** |  | | |

When completed, this form should be marked **PRIVATE & CONFIDENTIAL** and emailed to [hr@homesforlife.co.uk](mailto:hr@homesforlife.co.uk)

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| **Education** | | | | | | | |
| If selected for interview you will be required to bring with you the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies. | | | | | | | |
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| **Secondary School Education** | | | | | | | |
| **Qualifications Obtained** | | | | | **State Level of Pass/Grade** | | |
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| **Further Education** | | | | | | | |
| **College/University** | | **Course of Study** | | | | | **Grade/Result** |
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| **Member of Professional Bodies** | | | | | | | |
| **Name of Awarding Body** | | | | **Qualifications Obtained/**  **Membership of Professional Institution** | | | |
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| **Job Related Training Courses** | | | | | | | |
| **List any training/short courses you have taken relevant to the post** | | | | | | | |
| **Course** | | | **Details** | | | | |
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| **Computer & Software Skills (please detail your experience)** | | | | | | | |
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| **Employment History** | | | | | | | |
| **Present or Most Recent Employment** | | | | | | | |
| Post Held: |  | | | | | | |
| Name of Employer: |  | | | | | | |
| Address: |  | | | | | | |
| Date From: |  | | Salary / Wage: | | |  | |
| Date To: |  | | Hours of Work: | | |  | |
| Notice Required: |  | | Reason for Leaving: | | |  | |
| Summary of main duties and responsibilities (continue on a separate sheet if necessary) | | | | | | | |

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| **Previous Employment (most recent first)** | | | |
| Post Held: |  | Date From: |  |
| Name of Employer: |  | Date To: |  |
| Address: |  | Salary / Wage: |  |
| Reason for Leaving: |  | Hours of Work: |  |
| Summary of main duties and responsibilities: | | | |
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| **Previous Employment** | | | |
| Post Held: |  | Date From: |  |
| Name of Employer: |  | Date To: |  |
| Address: |  | Salary / Wage: |  |
| Reason for Leaving: |  | Hours of Work: |  |
| Summary of main duties and responsibilities: | | | |
| **Previous Employment** | | | |
| Post Held: |  | Date From: |  |
| Name of Employer: |  | Date To: |  |
| Address: |  | Salary / Wage: |  |
| Reason for Leaving: |  | Hours of Work: |  |
| Summary of main duties and responsibilities: | | | |

**Please continue on a separate sheet if necessary.**

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| **Information Relevant to Your Application** |
| Please provide a description and examples of how you meet the person specification set out for this role in the order noted below:   1. Skills 2. Knowledge & Experience 3. Attributes 4. Qualifications 5. Team behaviours |

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| **Please confirm that you hold a full UK Driving Licence, have access to a car and can insure it for business purposes.** |
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| **Additional Information** |
| Please provide any relevant information not covered elsewhere on this form, which may include other activities e.g. voluntary work, major achievements, projects to date and indicate how this will enable you to contribute further to this post. |
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| **Relationship to Board Members** |
| If you are related to any Board Member of Homes for Life or anyone who has been employed as a staff member or has been engaged as a supplier, consultant or contractor in the last 12 months, please provide details: |
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| **Relationship to Staff Members** |
| If you are related to any employee of Homes for Life or anyone who has been employed as a staff member or has been engaged as a supplier, consultant or contractor in the last 12 months, please provide details: |
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