# APPLICATION FOR EMPLOYMENT *Confidential*

|  |  |
| --- | --- |
| **POST APPLIED FOR:** |  |
| Where did you find out about this vacancy? |  |
|  |  |
| **PERSONAL DETAILS** |
| Surname: |  | First Initial: |  |
| Address: |  |
| Postcode: |  |
| Home Tel. No.: |  | Mobile Tel. No.: |  |
| Email Address: |  |
| Do you have the right to work in the UK? | Yes | ❑ | No | ❑ |
| ***If you are applying for a Housing Support Post:*** |
| Are you a member of the PVG scheme? | Yes | ❑ | No | ❑ |
| If yes, for which type(s) of regulated work? | Adults | ❑ | Children | ❑ |
| ***If you are applying for an Essential Car User Post:*** |
| Do you have a current Driving Licence? | Yes | ❑ | No | ❑ |
|  |  |  |  |  |
| **CURRENT / MOST RECENT EMPLOYMENT** |
| Job Title: |  |
| Name & Address of Employer: |  |
| Nature of Business: |  |
| Start Date: |  | End Date (If Applicable): |  |
| Reason for Leaving: |  |
| Salary & Benefits: |  |
| Main Duties & Responsibilities *(continue on a separate sheet if necessary)*: |
|  |
| **PREVIOUS EMPLOYMENT** |
| Please give details of the posts you have held, with the **most recent first**. Please include any gaps in employment, along with an explanation. Continue on a separate sheet if necessary. |
| **Dates Employed** | **Employer’s Name, Address & Nature of Business** | **Job Title & Brief Description of Main Duties** | **Reason for Leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **EDUCATION & TRAINING** *(continue on a separate sheet if necessary)* |
| **QUALIFICATIONS (SCHOOL, COLLEGE, UNIVERSITY)** |
| **Educational Establishment** | **Qualifications Obtained** | **Grade / Level** |
|  |  |  |
| **PROFESSIONAL MEMBERSHIPS / QUALIFICATIONS / REGISTRATIONS** |
| **Professional Body** | **Status** | **Membership No.** |
|  |  |  |
| **OTHER RELEVANT TRAINING / CERTIFICATES** |
| **Course Attended** | **Qualification / Certificate** |
|  |  |
|  |

|  |
| --- |
| **SUPPORTING STATEMENT / ADDITIONAL INFORMATION** |
| Please say why you would like this job and why you believe that you are suitable for it. You may also wish to include information about your hobbies & interests, any voluntary work you have undertaken, or anything else that might support your application. *Continue on a separate sheet if necessary.* |
|  |
| **REFERENCES** |
| Please give details of 2 people who are willing to provide you with a reference. One referee should be your current or most recent employer. Referees should not be related to you.Normally we will only request references for the preferred candidate, after interview. If, for any reason, we would like to request references prior to interview, we will contact you first to ask for permission.We prefer to e-mail referees – so, please provide e-mail addresses for your referees, if possible. |
| **REFEREE 1** |
| Name: |  |
| Position: |  |
| Company Name & Address: |  |
| Postcode: |  |
| Tel. No.: |  |
| Email Address: |  |
| **REFEREE 2** |
| Name: |  |
| Position: |  |
| Company Name & Address: |  |
| Postcode: |  |
| Tel. No.: |  |
| Email Address: |  |
|  |
| **INTERVIEW ARRANGEMENTS** |
| Please let us know if we need to make any particular arrangements for you if you are invited to attend interview e.g. if you have any mobility problems, please let us know so that we can hold interviews in a more accessible room: |
|  |
| **CONNECTIONS TO CASTLEHILL** |
| Are you, as far as you are aware, related to, or do you have any connection with:* Any current employee of Castlehill Housing Association, or anyone who has been employed by us in the last 12 months; or
* Anyone who is currently a member of our Management Committee, or who has been a Committee member in the last 12 months?
 |
| Yes | ❑ | No | ❑ |
| If yes, please provide details: |
|  |
|  |
| **DATA PROTECTION STATEMENT** |
| Castlehill Housing Association process the data contained on this form for recruitment purposes to allow us to conduct a fair and open selection process to appoint a suitably qualified and experienced person to an open vacancy. This form will be retained securely and access to it will be restricted to designated persons within HR, or those who need to see it as part of the recruitment and selection process. In the event you are not appointed to the post you have applied for, the information will be retained for a period of six months and then it will be destroyed. If you are appointed to the post, the form will be retained on your personal file. A link to our Employee Fair Processing Notice is available on our online job page, or will have been sent to you in your candidate application pack. In this policy, you will find further information about our compliance with data protection legislation and your individual rights under this legislation. |
|  |
| **CANDIDATE DECLARATION** |
| I understand that appointment to this post is conditional on the information supplied with my application being correct and that, if I have withheld any information, or if any information is found to be false, I will be liable to disciplinary action, which may lead to my dismissal.I hereby consent to the processing of the above data in accordance with the above Data Protection Statement and current Legislation. |
| Signature: |  | Date: |  |
|  |
| **Please return your completed job application form to:** | jobs@castlehillha.co.uk**OR** |
| HR DepartmentCastlehill Housing Association11 Waverley PlaceAberdeen AB10 1XHMay 2018 |

**EQUAL OPPORTUNITIES MONITORING FORM *Confidential***

Castlehill Housing Association is committed to recruiting a workforce that reflects our commitment to equality. Completion of this form is voluntary – however, it is vital that we monitor and analyse diversity information so that we can ensure that out HR processes are fair, transparent and promote equality of opportunity for all staff and do not have an adverse impact on any particular group. Any information provided in this form will be treated as strictly confidential, the information provided will be collated anonymously and will be used for statistical purposes only. This information is not part of the selection process and will be separated from the application prior to short-listing.

*Please mark the appropriate boxes*

|  |  |  |
| --- | --- | --- |
| **GENDER:** | Male |[ ]  Female |[ ]
|  |  |  | I prefer to use another term |[ ]
|  |  |  |  |  |
| **AGE:** | Under 20 |[ ]  51-60 |[ ]
|  | 20-30 |[ ]  61-65 |[ ]
|  | 31-40 |[ ]  Over 65 |[ ]
|  | 41-50 |[ ]   |  |
|  |
| **MARRIAGE:**Are you married or in a Civil Partnership?

|  |  |  |
| --- | --- | --- |
|  | Yes |[ ]  No |[ ]

 |
|  |
| **DISABILITY:**The Disability Discrimination Act defines disability as a physical or mental impairment which has a substantial and long term adverse effect on the person’s ability to carry out normal day to day activities. Under this definition, do you consider yourself to have a disability? |
|  | Yes |[ ]  No |[ ]
|  |
| Under this definition, do you consider yourself to have a disability?  |
|  | Physical Impairment*Example: Limited Mobility* |[ ]  Learning Disability / Difficulty*Example: Autism or Dyslexia* |[ ]
|  | Sensory Impairment*Example: Hearing Impairment* |[ ]  Long Standing / Progressive Cond.*Example: Cancer or Epilepsy* |[ ]
|  | Mental Health Condition*Example: Depression* |[ ]  Other |[ ]
|  |
| **ETHNICITY:** | White: Scottish |[ ]  Asian / Asian British: Indian |[ ]
|  | White: Other British |[ ]  Asian / Asian British: Pakistani |[ ]
|  | White: Irish |[ ]  Asian / Asian British: Bangladeshi |[ ]
|  | White: Gypsy / Traveller |[ ]  Asian / Asian British: Chinese |[ ]
|  | White: Polish |[ ]  Asian / Asian British: Other |[ ]
|  | White: Other |[ ]  Arab / Arab British |[ ]
|  | Black / Black British: Caribbean  |[ ]  Mixed / Multiple Ethnic Group |[ ]
|  | Black / Black British: African |[ ]  Any Other Ethnic Background |[ ]
|  | Black / Black British: Other |[ ]   |  |
|  |  |  |  |  |
| **RELIGION:** | No religion | [ ]   | Buddhist |[ ]
|  | Christian |[ ]  Hindu |[ ]
|  | Jewish |[ ]  Muslim |[ ]
|  | Sikh |[ ]  Any other religion |[ ]
|  |
|  |
| **SEXUAL ORIENTATION:** Heterosexual |[ ]  Gay Woman/Lesbian |[ ]
|  Gay Man |[ ]  Bisexual |[ ]
|  | Other |[ ]   |  |
|  |

*Thank you for completing this form.*

|  |
| --- |
| ***FOR OFFICE USE ONLY*** |
| **Applicant Ref:** | **Date:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Invited for Interview? | Yes | ☐ | No | ☐ |
| Offered the Post? | Yes | ☐ | No | ☐ |
| Accepted the Post? | Yes | ☐ | No | ☐ |

May 2018