



Gloucestershire Housing Association

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GUIDANCE NOTES ON FILLING IN THE APPLICATION FORM

PLEASE READ THESE NOTES CAREFULLY - THEY ARE TO HELP YOU MAKE THE BEST OF YOUR APPLICATION. THE FORM SHOULD BE COMPLETED IN BLACK INK, BLACK BALL-POINT PEN OR TYPED FOR PHOTOCOPYING PURPOSES.

1. Curriculum Vitae will not be used for short-listing.
2. The enclosed Job Description and Person Specification lists the minimum essential requirements for this post. When short-listing for interview, the Selection Panel will consider only the information contained in your application form and assess this against the Person Specification.
3. It is not the responsibility of the Selection Panel to make assumptions about the nature of the work you have done from a list of job titles. It is important that you use the space provided to detail your experience and skills. Also, it is not enough for you just to state that you meet the requirements; you must demonstrate this to the Panel. Work, paid or voluntary, is not the only means of showing that you meet the requirements of the post. Life experience and skills are just as valid, so long as you are able to demonstrate this.
4. If you are related to any members of staff, Board members, consultants, contractors, residents or suppliers of the Association, this should be clearly shown on the relevant part of the form. This will not necessarily be detrimental to your application.
5. If you are short-listed for interview, the Selection Panel will wish to discuss the areas covered in the Person Specification in more detail. In particular, your commitment to and understanding of Equality and Diversity will be assessed by the panel.
6. For Equality and Diversity purposes, the last page of the application form will be removed by Human Resources before short-listing is undertaken.
7. One of your references should be your present or most recent employer. If you have not been employed or have been out of employment for a long time, you should give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job. Please note that referees may be contacted prior to a written offer of employment unless you indicate otherwise on the appropriate part of the Application Form.
8. If your application is unsuccessful, we will destroy this form 6 months after the closing date of the advertisement.
9. Please check that you have used the correct postage when returning your application form. If your application has insufficient postage it may not reach us to be considered for short-listing.

**PLEASE REMOVE THIS PAGE BEFORE
RETURNING THIS FORM**

PRIVATE & CONFIDENTIAL

APPLICATION FOR EMPLOYMENT FORM

Please note that you are required to complete this form even if you submit a CV



Gloucestershire
Housing Association

Please complete this
form using **BLACK ink**

APPLICATION REF: (Office use only)

Position applied for:

1. PERSONAL DETAILS

Surname: Mr Mrs Ms Miss Other

Forename(s):

Address:

Post Code:

Telephone (work): (home):

Mobile: Please tick if you do not wish to be contacted at work:

Email address:

If you are applying for a position that requires you to drive, please complete this section

Do you hold a full, current driving licence? YES NO

Please give details of any endorsements:

Do you own your transport that would be available for work use? YES NO

SICKNESS ABSENCE

How many days have you had off work in the last two years, not related to any disability you may have:

(If more than 10 days, please specify length of time and reason for each absence below.)

If you are related to a member of Staff, a Board Member or Resident of GHA, please state their name, nature of the relationship and any potential conflict of interest:

NB: Do you have a disability or a requirement which will require special provision at interview stage?
If yes, please give details:

If you are associated with any other housing association or other relevant organisation working with GHA, please give details.

Please note any offer of employment made is subject to a satisfactory health clearance.

Do you have a criminal record? YES NO

If YES, please give details:

(Declaration subject to the 1974 Rehabilitation of Offenders Act)

How did you learn of this vacancy? Please give the name of publication, website.

2. EDUCATION AND TRAINING

School	Subject	Grade/qualification

FURTHER EDUCATION AND PROFESSIONAL QUALIFICATIONS

(including any you are currently studying for)

University/college	Subject	Grade

Professional qualifications

Are you a member of a professional organisation? YES NO

If so, which organisation?

Membership level?

3. PRESENT OR MOST RECENT EMPLOYMENT

Name of Employer:

Address:

Post Code:

Job Title: Current salary:

Date Employment Commenced: Notice Required:

Brief details of duties and responsibilities:

Why do you wish to leave your present employment?

PREVIOUS EMPLOYMENT (continue on separate sheet if necessary)

Name of Employer	Position Held	Length of service	Reason for leaving
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. SUPPLEMENTARY INFORMATION

Please refer to the person specification and use the following questions to relate them to your skills, experience and personal qualities gained through employment, voluntary work or community activities.

Why have you applied for this post and what are the main attractions for you?

Please set out below how your most significant skills, experience and achievements meet the requirements of the person specification:

An additional sheet is provided for information in support of your application:

5. INTERESTS

Please give details of your leisure interests and hobbies:

6. REFERENCES

Please give the name, address and occupation of two referees (not relatives), one of whom should be your current or last employer.

A) Name:

Address:

Post Code:

Telephone Number:

Relationship:

B) Name:

Address:

Post Code:

Telephone Number:

Relationship:

May we contact your referees prior to a job offer? **A)** YES NO **B)** YES NO

Asylum & Immigration Act 1966

Under the terms of the Asylum and Immigration Act 1996 the Association can only employ people who are entitled to work in the UK. In observing this Act the Association will need to see a document which confirms this entitlement before employment starts. It would also be helpful if you confirm entitlement at this stage.

I confirm that I am entitled to work in the UK YES NO (please tick)

Data Protection Act 1998

The information contained within this form will be held and processed in a computerised or manual filing system in line with the provisions of the Data Protection Act 1998 and will be used for recruitment and selection purposes only.

7. DECLARATION

I declare the information given on this form is true and correct to the best of my knowledge and can be treated as part of any subsequent contract of employment. I accept that false and misleading information may result in my application being disqualified and if appointed, may lead to dismissal. I also understand that any offer of employment will be subject to satisfactory references and, if requested, a health clearance.

Signed: Date:

8. OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION:

The information you provide in this section will be used in assessing your application.

Please describe any special skills, experience or achievements that would make you suitable for this position:

9. EQUALITY AND DIVERSITY MONITORING

Application Ref: (Office use only)

QUESTIONNAIRE

Gloucestershire Housing Association wishes to ensure that all applicants for employment are treated fairly and are not discriminated against, either directly or indirectly, on grounds of ethnic origin, sex or disability. The Code of Practice of the Commission for Racial Equality recommends that employers monitor job applications as a means of making an equality and diversity policy effective.

The information provided is for statistical purposes only and will NOT be available to those involved in the selection procedure, as it will be separated from your application on receipt.

APPLICATION FOR THE POST OF:

DATE OF APPLICATION:

How would you describe your ethnic origin? *(please tick the appropriate box)*

- | | | | | | |
|-------------------------------|--------------------------|--------------------------------|--------------------------|---------------------------------|--------------------------|
| White British | <input type="checkbox"/> | Black/Black British African | <input type="checkbox"/> | Asian/Asian British Bangladeshi | <input type="checkbox"/> |
| White Other | <input type="checkbox"/> | Chinese | <input type="checkbox"/> | Black/Black British Caribbean | <input type="checkbox"/> |
| Mixed: White/Asian | <input type="checkbox"/> | White Irish | <input type="checkbox"/> | Black/Black British Other | <input type="checkbox"/> |
| Mixed: White & Black African | <input type="checkbox"/> | Mixed: White & Black Caribbean | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Asian/Asian British Pakistani | <input type="checkbox"/> | Mixed Other | <input type="checkbox"/> | | |
| Asian/Asian British Other | <input type="checkbox"/> | Asian/Asian British Indian | <input type="checkbox"/> | | |

10. EQUALITY & DIVERSITY IN EMPLOYMENT

Are you: Female Male

Date of Birth:

Do you consider yourself to have any form of disability? YES NO

If YES, please state the nature of your disability:

Do you have a criminal record? YES NO

If yes, please give details about any UNSPENT conviction, including details of the offence, date of conviction and sentence imposed.

(Any convictions you may have which are 'spent' under the Rehabilitation of Offenders Act 1974 are not required)



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