

# Application Form – CONFIDENTIAL

**Please note that a CV will not be accepted**

Post Applied for:

Closing date: 25 November 2019

Please complete all questions. Without this information it may not be possible to consider you for interview.

**Present employment**

Present employer’s

name and address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date appointed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period of notice required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current salary : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(if applicable)

**Driving licence**

A clean full driving licence is required for this post, do you hold one? YES / NO

Are you a car owner? YES / NO

**Current role and experience**

Please read the **job description and person specification** carefully and outline your experience and skills which make you suitable for this post. Do not include any attachments as these will not be considered and could lead to your application being discarded.

**Previous employment**

Please provide details of your employment history for the last 10 years, starting with the most recent. Please also account for any gaps in your employment.

|  |  |  |  |
| --- | --- | --- | --- |
| **From/To** | **Employer Name and Address** | **Job Title** | **Reason for Leaving** |
|  |  |  |  |

**Education, qualifications and skills**

Please provide details of your education, training and skills below.

|  |  |  |  |
| --- | --- | --- | --- |
| **From/**  **To** | **Full/**  **Part Time** | **School/**  **College** | **Examinations passed and qualifications obtained** |
|  |  |  |  |

**Professional bodies**

Please provide details of any membership you have relating to professional bodies and / or technical institutes.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Medical conditions**

Please provide details below of any medical condition, past or present, which may affect your work.

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Please indicate number of days absent from work through sickness in the past 12 months

Duration: \_\_\_\_\_\_\_\_

No. of occasions \_\_\_\_\_\_\_\_

*Please note employment may be subject to satisfactory health clearance.*

Do you consider yourself to have a disability? The Disability Discrimination Act defines disability as “A physical or mental impairment which has a substantial and long-term effect on the person’s ability to carry out normal day-to-day activities.

YES  NO

If YES please give details and describe any adaptation or adjustment you consider an employer should make to accommodate you if you are appointed.

|  |
| --- |
|  |

Are there any particular requirements that are necessary in order for you to attend the interview?

|  |
| --- |
|  |

*If you do not wish to answer the questions, your application will not be affected.*

**General Data Protection Regulations**

Please note that Sutton Housing Society holds personal and sensitive data about applicants and employees, including names, addresses, dates of birth, ethnicity, disability and other information. This data will initially be used to administer and review our recruitment and selection process. Thereafter, the information will be held and processed to enable you and Sutton Housing Society to comply with the obligations under your contract of employment. This information will only be made available to Sutton Housing Society and our professional advisers and can only be used for the purposes detailed. A copy of the data held on our computerised database will also be held by a third party as back up in the event of an emergency.

I have read the above statement and consent to the information given being held and processed for the purposes outlined.

Signed …………………………………………………. Dated ………………………..……………………….

**References**

Please supply details of two referees, one of whom shall be your present/most recent employer or supervisor. Only in exceptional circumstances will personal references be accepted.

**First referee:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2nd referee:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration**

The information I have given in this application (including the following three pages) is, to the best of my belief, accurate. I understand that false information could lead to termination of employment.

Signed ……………………………………….………….. Dated ………………………………………………..

**Confidential (Not seen at Shortlisting Stage)**

**Rehabilitation of Offenders Act (1974)**

**Guide to Applicants for employment with Sutton Housing Society**

We require all applicants for employment with Sutton Housing Society to declare any conviction(s) or charge(s) still outstanding against them in respect of a criminal offence, subject to the Rehabilitation of Offenders Act 1974.

The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become ‘spent’ after a ‘rehabilitation period’. A rehabilitation period is a set length of time from the date of conviction. This means that if a certain period of time has passed since the date on which you were convicted (see table overleaf) the conviction becomes ‘spent’ and you are not normally obliged to declare the conviction when applying for a job.

However, a sentence of more than 2.5 years’ imprisonment can never become ‘spent’ and should be disclosed. Offenders subject to lifelong post-release supervision must inform Sutton Housing Society of their status.

If you are applying for employment which is not protected by the above Act, e.g. employment in connection with the provision of social services etc. or that involving access to persons under the age of 18 or over the age of 65, then even ‘spent’ convictions must be disclosed. In respect of Sutton Housing Society this includes employment in the following areas: Community Housing Officers, Community Manager, Maintenance Surveyor and Asset Manager. For these posts we will always seek a ‘Disclosure’ from the Criminal Records Bureau for the successful candidate and any offer of employment will be made subject to a satisfactory ‘Disclosure’. This system has been introduced under Part V of the Police Act 1997.

**Do you have any convictions or charges outstanding?**  YES  NO

If YES please give details below of any convictions or charges outstanding in respect of all offences (or alleged offences) including driving offences. If you inadvertently disclose a conviction which is regarded as ‘spent’ it will be ignored, unless you are applying for employment to one of the posts listed above which is not protected by the Act.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Court | Offence | Sentence |
|  |  |  |  |

A criminal record will not necessarily be a bar to obtaining a position with Sutton Housing Society. Failure to declare a conviction as outlined above may result in dismissal from Sutton Housing Society.

Name………………………………………………………. Post Applied for:

Signed ……………………………….……………………. Date………………………….…………………………….

On completion, please return this form with your completed Application. **It will be treated as confidential.** If you are applying for a post for which a Disclosure will be sought, you may send full details about anything which may be revealed by the Disclosure to the Chief Executive in a sealed envelope. This information may then be discussed with you at interview. Your explanation of events is vital.

|  |  |
| --- | --- |
| REHABILITATION PERIODS | |
| \* Sentence \*\* of imprisonment between 6 months and 2.5 years | 10 years |
| \* Sentence \*\* of imprisonment of 6 months or less | 7 years |
| Sentence of borstal training (abolished in 1983) | 7 years |
| \* Fines, Probation, Compensation, Community Service, Combination and Curfew Orders | 5 years |
| Absolute discharge | 6 months |
| Conditional discharge, Supervision orders/care orders or bind over | 1 year or until the order expires (whichever is the longer) |
| Detention Centre order (abolished 1988) | 3 years |
| Remand home order, an approved school order, or an attendance centre order | The period of the order and a further year after the order expires |
| Hospital order | 5 years or a further 2 years after the order expires (whichever is the longer) |
| \* These rehabilitation periods are halved for persons who are under 17 years of age when they were convicted.  \*\* It is immaterial for the purposes of calculating a rehabilitation period whether a sentence is suspended or not.  Offences committed whilst serving in the armed forces are treated as set out above. The following rehabilitation periods are for specific types of punishment, with these rehabilitation periods being halved for offenders under the age of 17 at the time of conviction. | |
| For cashiering, discharge with ignominy, for discharge with disgrace | 10 years |
| For simple dismissal from the service | 7 years |
| For detention | 5 years |
| Further convictions may extend the rehabilitation period.  If someone is convicted of a further offence during the period of rehabilitation, the Rehabilitation period of both offences is that of the one which expires later.  **Cautions:** These stay on a Criminal Record for 5 years, but are not convictions. | |

**CONFIDENTIAL (NOT SEEN AT SHORTLISTING STAGE)**

**Please complete the questions below in BLOCK CAPITALS**

**Personal details**

Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NI Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact details**

Mobile no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**CONFIDENTIAL (NOT SEEN BY INTERVIEW PANEL)**

**EQUAL OPPORTUNITIES INFORMATION**

To help us monitor our Equalities and Diversity policy and the effectiveness of our recruitment practices, we would like you to answer the following questions.

Please circle or tick as appropriate:

1. Are you Male Female

2. Date of birth ……………………………………. Age ……………..

3. To which of these groups do you consider you belong? (Tick one box only)

(a) White:  British  Irish  Other

(b) Mixed:  White and Black Caribbean  White and Black African

White & Asian  Other

(c) Asian or  Indian  Pakistani  Bangladeshi  Other

Asian British:

(d) Black or  Caribbean  African  Other

Black British

(e) Chinese or other  Chinese  Other

Ethnic Group

(f) Gypsy/Romany/Irish Traveller

(g) Prefer not to say

5. What is your religious belief?

Buddhist  Catholic  Christian

Hindu  Muslim  Sikh

No religion  Specify other…..……………  Question declined

5. How would you describe your sexuality?

Bisexual  Gay man  Heterosexual

Lesbian/Gay woman  Other  Prefer not to say

Transgender

Please return to: Sutton Housing Society

Pat Shaw House, 13-19 Ventnor Road, Sutton, Surrey, SM2 6AQ

Or email to: [info@shsoc.org.uk](mailto:info@shsoc.org.uk)