



STEVE BIKO HOUSING ASSOCIATION APPLICATION FOR EMPLOYMENT

PRIVATE AND CONFIDENTIAL

POSITION APPLIED FOR:

PREFERRED TITLE:

SURNAME:

FORENAME:

REF.

PERSONAL DETAILS

Address:

Home Tel Number:

Mobile Tel Number:

Date of Birth:

NI Number:

Email:

DRIVING LICENCE

COMPLETE THIS SECTION ONLY IF RELEVANT TO THE POST

Do you have a current driving license? Yes No How many penalty points (if any) endorsed on your current licence?

WORK EXPERIENCE

PRESENT OR MOST RECENT EMPLOYMENT

Position:

From:

To:

Employer: (Name & Address)

Tel Number:

Salary:

Give a brief description of your main duties/responsibilities:

Reason for leaving:

WORK EXPERIENCE**OTHER PREVIOUS EMPLOYMENT (IN DATE ORDER)**

Position:	
From:	To:

Employer: (Name & Address)

Tel Number:

Give a brief description of your main duties/responsibilities:
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Reason for leaving:

Position:	
From:	To:

Employer: (Name & Address)

Tel Number:

Give a brief description of your main duties/responsibilities:
--

Reason for leaving:

EDUCATION SECONDARY SCHOOL/FURTHER EDUCATION

School/College/University	from	to	Subject	Result

COMMUNITY/VOLUNTARY EXPERIENCE

Organization	from	to	Experience

TRAINING PROFESSIONAL MEMBERSHIP/SPECIALIST TRAINING QUALIFICATION

School/College/University	from	to	Qualifications

Please use this space to provide further information about your work experience, skills and other activities including any voluntary work which you feel are relevant to the post. Also tell us why you are applying for this post and why you think you are suitable. Please pay particular attention to the Person Specification as shortlisting will be based on the criteria set out. If necessary continue on a separate sheet.

Continue.....

IMMIGRATION ASYLUM AND IMMIGRATION ACT 2006

Under the Act we have a duty to check that anyone employed has the appropriate permission to live and work in the UK. Will you be able to provide evidence that you are eligible to work in the UK e.g. National Insurance details, passport.

If no, please give details:

REHABILITATION OF OFFENDERS

For UK applicants the Rehabilitation of Offenders Act 1974 requires applicants to give details of their conviction which are not spent. The positions involving access to children and vulnerable adults are exempt from the provisions of the Act and applicants must disclose all criminal convictions including the ones spent. Failure to disclose such convictions could result in disciplinary action or dismissal.

Have you ever been convicted of a criminal offence which is not yet spent? Yes No

If yes, please give details include date and sentence:

HEALTH CONDITION

Do you consider yourself to have health condition within the meaning of the Equality Act 2010?

Yes No If yes, please provide details.

ASSISTANCE FOR INTERVIEW

STEVE BIKO HA IS AN EQUAL OPPORTUNITIES EMPLOYER AND WELCOMES APPLICATIONS FROM PEOPLE WITH A DISABILITY.

To ensure that we do not create any barriers in our selection process and to help us implement our Equal Opportunities Policy effectively, please let us know if you need us to provide any particular assistance for your interview, such as: Accessible car parking Assistance in and out of vehicle Wheelchair access accessible toilet facilities others (please specify)

Please note that the information provided in this section does not affect the selection process and is used purely to ensure that the Association provides fairness and accessibility for all.

EMPLOYMENT REFERENCES

SBHA requires references from two referees who are not related to you. One reference must be from your current employer (or most recent employer). If you are a school leaver/graduate your first referee must be your head teacher/tutor.

REFERENCE 1

Name:
Position:

Address:

Relationship e.g. line manager
Telephone:
Email:

REFERENCE 2

Name:
Position:

Address:

Relationship e.g. line manager
Telephone:
Email:

References will not be taken without prior notification; any offer of employment will be subject to receipt of two satisfactory references being obtained by Steve Biko HA on your behalf.

To aid recruitment schedule we would like to take up referees at shortlisting stage. Do you give permission for us to do this? Yes No

Please state the number of days and times that you have been absent from work due to sickness in the last 2 years: Days Times

Do you live in accommodation provided by Steve Biko Housing Association? Yes No

The Association is restricted (but not prevented) in the granting of employment to close relatives of employees and Board Members. It is therefore important to avoid any conflict of interest that you answer the following question and that you provide any relevant information.

Are you related to a present or former Board Member or employee of Steve Biko Housing Association: Yes No

DECLARATION

I confirm that:

1. All statements in this application are, to the best of my knowledge and belief, accurate and complete.
2. I am not barred from working with vulnerable adults nor subject to any sanction imposed by a regulatory body where such sanction might suggest my unsuitability/ ineligibility for employment by the Association.
3. I give my permission for this form and information to be the basis of a personnel record.

Signed:

Date:

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