

APPLICATION FORM

In Confidence

**Please read the attached information and then complete this form in black ink or type.**

Please note that only the information given in this application form will be considered in determining whether or not you will be offered the post. Please specifically address the criteria detailed in the Person Specification and Job Description.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Post for which you are applying:** | | | |  | | | |
| **PERSONAL DETAILS** | | | | | | | |
| **Title:** |  | | **Forename(s):** |  | | **Surname:** |  |
| **Address:** | |  | | **Telephone Number (Work):**  **MAY WE CONTACT YOU THERE?** | | **YES  NO** | |
| **Postcode:** | |  | | **Telephone Number (Home):**  **E-mail:** | |  | |
| **Do you hold current full Driving Licence?**  **Do you have use of a car for work?** | | | | **YES  NO**  **YES  NO** | | | |
| **National Insurance Number** | | | |  | | | |
| **PRESENT EMPLOYMENT** | | | | | | | |
| **Name and address of employer:** | | | | |  | | |
| **Telephone Number:** | | | | |  | | |
| **Post Held:** | | | | |  | | |
| **Main Duties:** | | | | |  | | |
| **Dates of Employment:** | | | |  | | | |
| **Salary:** | | | |  | | | |
| **Period of Notice:** | | | |  | | | |

**PREVIOUS EMPLOYMENT**

**(most recent first)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer's name and address** | **Post held** | **From** | **To** | **Reason for leaving** |
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**EDUCATION, TRAINING AND DEVELOPMENT**

Please give details of your education (including qualifications), professional and other training

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| --- | --- | --- | --- | --- |
| **Educational Institute** | **From** | **To** | **Course** | **Result(s)** |
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**PERSONAL STATEMENT/SUPPORTING INFORMATION**

Please use the space below to tell us what qualities, experience and skills you can bring to the post, using the job description and person specification as a guide. In addition, give details of any relevant professional, voluntary or other work and training ***(illustrating with examples)*** that may have some bearing on your application. Continue on a separate sheet if necessary.

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**REFERENCES**

Please give the names, addresses and positions of two referees. They should not be related to you and should include your present or most recent employer (or, if you are a student, your school, college or university). We do not accept references submitted with the application form.

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| --- | --- |
| **1. Present or Most Recent Employer \*** | |
| **Name:** |  |
| **Position of Above Named:** |  |
| **Capacity Known To You:** |  |
| **Dates Of Employment (if applicable):** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email address:** |  |

|  |  |
| --- | --- |
| **2. Second Referee \*** (This person should not be related to you and should have known you for at least two years.) | |
| **Name:** |  |
| **Position of Above Named:** |  |
| **Capacity Known To You:** |  |
| **Dates Of Employment (if applicable):** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email address:** |  |

*\*Please enter X in the relevant box if you do not wish a reference to be sought from this referee unless we intend to offer the post.*

**FURTHER INFORMATION**

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| --- |
| 1. Are you entitled to work in the UK without a work permit? If no please enclose  evidence of permission to work here. **YES  NO**  2. Any offer of employment made by Open Homes Nottingham will be subject to satisfactory  references and, where appropriate, security clearance via the Disclosure and Barring Service.  Have you ever been convicted of a criminal offence, which is, at the date of this  application, not classed as "spent" under the Rehabilitation Of Offenders Act 1974?  **YES  NO** |
| **If yes, please specify the nature and the date of the conviction(s) and the relevant sentence(s) below:** |
|  |

**DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **I certify that the information in this application is true to the best of my knowledge.**  **I understand that this information may be verified as part of my application and that any resulting offer of a position could be withdrawn on the grounds of inaccuracy. Equally, I understand employment could be terminated for deliberately withholding or providing false information.** | | | |
| **Signed:** |  | **Date:** |  |

**Once you have completed this form, please return it to The Recruitment Officer at the address shown below or email it to the email address shown below. Thank you.**

**Open Homes Nottingham**

**Unity House**

**35, Church Street**

**Nottingham**

**NG7 2FF**

[**admin@openhomes.org.uk**](mailto:admin@openhomes.org.uk)

**DATA PROTECTION**

Open Homes Nottingham complies with the GDPR Data Protection Regulations 2018. To see our full Privacy Policy, please visit our website at [www.openhomes.org.uk](http://www.openhomes.org.uk) .