



southessexhomes

working together

An Equal Opportunities Employer

Human Resources use only



CONFIDENTIAL

Please read the enclosed Guidance Notes before completing this form

For Office use only

Closing Date

Date received

Interview Date

Short listed

Appointed after interview

APPLICATION FOR EMPLOYMENT

Please complete all parts in black ink - do not enclose a CV

Post Title:

Level:

Applicant Number:

SECTION A - PERSONAL DETAILS

Last Name	First Name(s)
Preferred Title	Home Telephone/Textphone
Address	Mobile Telephone
	Work Telephone
Postcode	Have you a full current driving licence? (if applicable) YES <input type="checkbox"/> NO <input type="checkbox"/>
Email Address	Will you have transport available for work? (if applicable) YES <input type="checkbox"/> NO <input type="checkbox"/>

SECTION B - EQUAL OPPORTUNITIES FORM

We have enclosed a separate Equal Opportunities Monitoring Form. Please fully complete this and return it to us in the separate envelope provided. You must ensure that your application form is not returned in the same envelope.

SECTION C - DATA PROTECTION ACT

Information on this form may be held on manual or computer systems. We will observe strict confidentiality and disclosures will only be made for payroll, HR administration and statistical purposes. If you are a Jobcentre plus client we will disclose information to them for performance monitoring purposes.

How we will use the information on this application form

South Essex Homes asks for personal information from job applicants to assist with our recruitment process. The personal information you supply will be kept securely. Only those South Essex Homes employees involved with the short-listing and appointment will have access to this data. For senior appointments, Board Members and occasionally external assessors could be involved. We will not disclose this information to anyone else outside South Essex Homes. If you are unsuccessful, we will destroy your application form and any other papers submitted within six months after an appointment has been made. If you are appointed, this application form will be placed in your personal file. We have a policy about access to personal files. You should send any queries about the processing of your personal data to the Human Resources Manager, at South Essex Homes.

I declare that to the best of my knowledge the information on this application is correct and complete and I understand that misleading statements may be sufficient for cancelling any agreements made. I am aware that I will need to make a disclosure about any criminal record I have if my application is pursued. If I am offered the post my sickness record is to be verified with my current or last employer.

Signed Date

SECTION D - SICKNESS ABSENCE

How many days sickness/injury absence have you taken in the last two years?

Give brief details of any absence of more than ten days duration.

.....
.....
.....

If we decide to offer you an appointment we will verify this information with your present or last employer.

SECTION E - EMPLOYING PEOPLE WITH A CRIMINAL RECORD

This post may have access to children and/or vulnerable adults and is therefore covered by the terms of the Rehabilitation Of Offenders Act 1974 (Exemptions Order 1975). If we wish to pursue your application you will be asked to make a disclosure to South Essex Homes. This will ask for details of any criminal convictions, cautions or bind overs including spent convictions. You will also be asked if you have any non-conviction information that may affect your suitability for the post. Dependent on the post any offer of employment may be subject to a formal disclosure, to be undertaken by the Criminal Records Bureau. Having a criminal record does not automatically make you unsuitable for appointment. For confidential advice ring the Human Resources Manager on 01702 236119.

SECTION F - PEOPLE WITH A DISABILITY

Please read the guidance notes and complete the attached form 'People with Disabilities'.

SECTION G - EMPLOYMENT REFERENCES

Please provide details of two people who are willing to provide a reference on your behalf. One should be your present employer or last employer if you are not currently employed. Complete all sections.

Present or last employer

Name and Address:

.....
.....
.....

Position held by referee:

Organisation, if appropriate:

Telephone:

Email:

If we consider pursuing your application we will contact your referees

May we contact at this stage?YES / NO

Other

Name and Address:

.....
.....
.....

Position held by referee:

Organisation, if appropriate:

Telephone:

Email:

May we contact at this stage?YES / NO

If you were known to either of your referees by another name please give details:

Previous Name:

Previous Name:

Dates when you are not available for interview during the next 6 weeks

SECTION K - PREVIOUS EMPLOYMENT *Detail most recent employment first and continue on a separate sheet(s) if necessary*

FROM Date:	Name and Address of Employer:
TO Date:	Your Job Title and Duties:
Annual Salary:	Reason for Leaving:

FROM Date:	Name and Address of Employer:
TO Date:	Your Job Title and Duties:
Annual Salary:	Reason for Leaving:

FROM Date:	Name and Address of Employer:
TO Date:	Your Job Title and Duties:
Annual Salary:	Reason for Leaving:

SECTION L - CANVASSING

Are you related to, or are you the partner of, an employee of South Essex Homes or any Board Member?
YES NO

If Yes, give details:

Name: _____ Position: _____ Relationship: _____

If you ask an employee or Board Member to use their influence to help you get this job, and/or we discover evidence of this after your appointment, this may jeopardise your employment within the Company.

