

**For Office use only**

Closing Date

Date received

Interview Date

Short listed

Appointed after interview

## APPLICATION FOR EMPLOYMENT

Please read the enclosed Guidance Notes before completing this form

**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 Tel/Textphone

Address

Mobile Telephone



Work Telephone

Postcode

Email Address

### 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 process 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 and Human Resources and Payroll provider. 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 Business Partner for 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

Applicant Number

## SECTION D - EMPLOYING PEOPLE WITH A CRIMINAL RECORD

Please note that the amendment to the Exemptions Order 1975 (2013) provides that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Applicants are therefore required to give information about convictions, cautions and reprimands, warnings and any other criminal information that is not considered 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975 as amended in 2013). Any information given will be completely confidential and will be considered only in relation for positions in which the order applies.

It is also a matter of course that South Essex Homes will initiate an Enhance Disclosure and Barring Service Check for successful candidates whose role would involve contact with children and/or vulnerable adults.

## SECTION E - PEOPLE WITH A DISABILITY

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

## SECTION F - 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 including title

Address

Position held by referee

Organisation, if appropriate

Telephone

Email

### Other

Name including title

Address

Position held by referee

Organisation, if appropriate

Telephone

Email

For personal references please specify your relationship to the referee.

If we consider pursuing your application we will contact your referees.

May we contact at this stage? YES  NO

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

Applicant Number

## SECTION G - EDUCATION QUALIFICATIONS AND RELEVANT NON-QUALIFICATION TRAINING STARTING WITH MOST RECENT

We will ask for evidence of your qualifications at interview. Please continue on a separate sheet if necessary.

| Where you studied    | Dates                | Qualifications gained and courses attended. State level | Grade Achieved       |
|----------------------|----------------------|---|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/>                                    | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/>                                    | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/>                                    | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/>                                    | <input type="text"/> |
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| <input type="text"/> | <input type="text"/> | <input type="text"/>                                    | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/>                                    | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/>                                    | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/>                                    | <input type="text"/> |

## SECTION H - MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

| Organisation         | Membership Status    | Date of Joining      |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

## SECTION I - CURRENT/MOST RECENT EMPLOYMENT

Employer's Name

Address  Postcode

Job Title  Your Annual Salary

Date of appointment from  to

Notice Required

Reason for leaving/seeking other employment

Briefly describe your job

Applicant Number

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

**From** date:

**To** date:

Annual Salary:

Name and Address of Employer:

Your Job Title and Duties:

Reason for Leaving:

**From** date:

**To** date:

Annual Salary:

Name and Address of Employer:

Your Job Title and Duties:

Reason for Leaving:

**From** date:

**To** date:

Annual Salary:

Name and Address of Employer:

Your Job Title and Duties:

Reason for Leaving:

Have you ever been disciplined or dismissed by your current or previous employer.

**YES**  **NO**

If Yes, give details:

Applicant Number

## SECTION K - GAPS IN EMPLOYMENT

Please provide details for any gaps in your employment.

| Dates                | Details              |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

## 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.*

## SECTION M - DRIVING AND TRANSPORT

Do you have a full current driving licence?  
(if applicable)

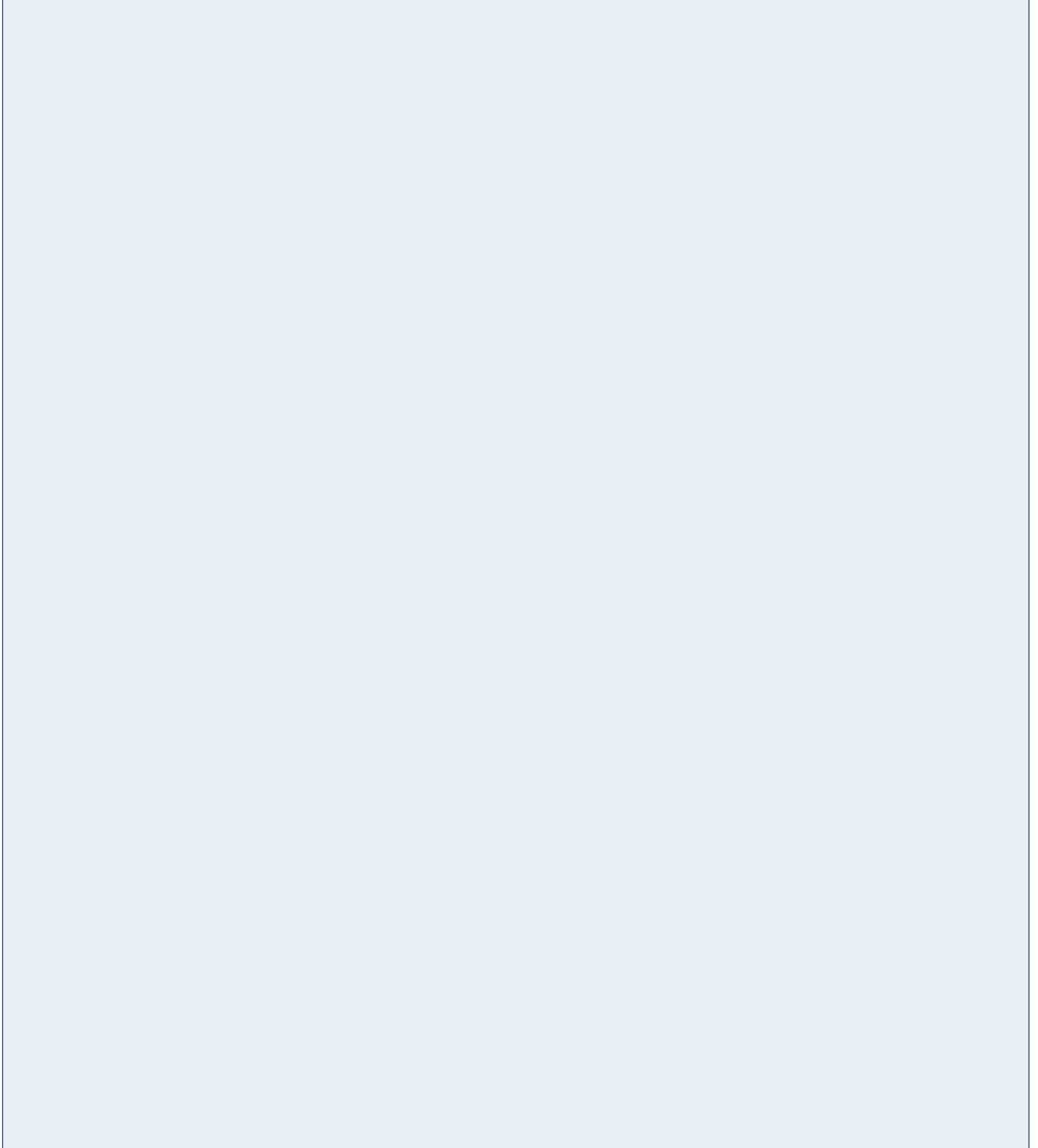
YES  NO

Do you have the ability to travel around  
the borough? (if applicable)

YES  NO

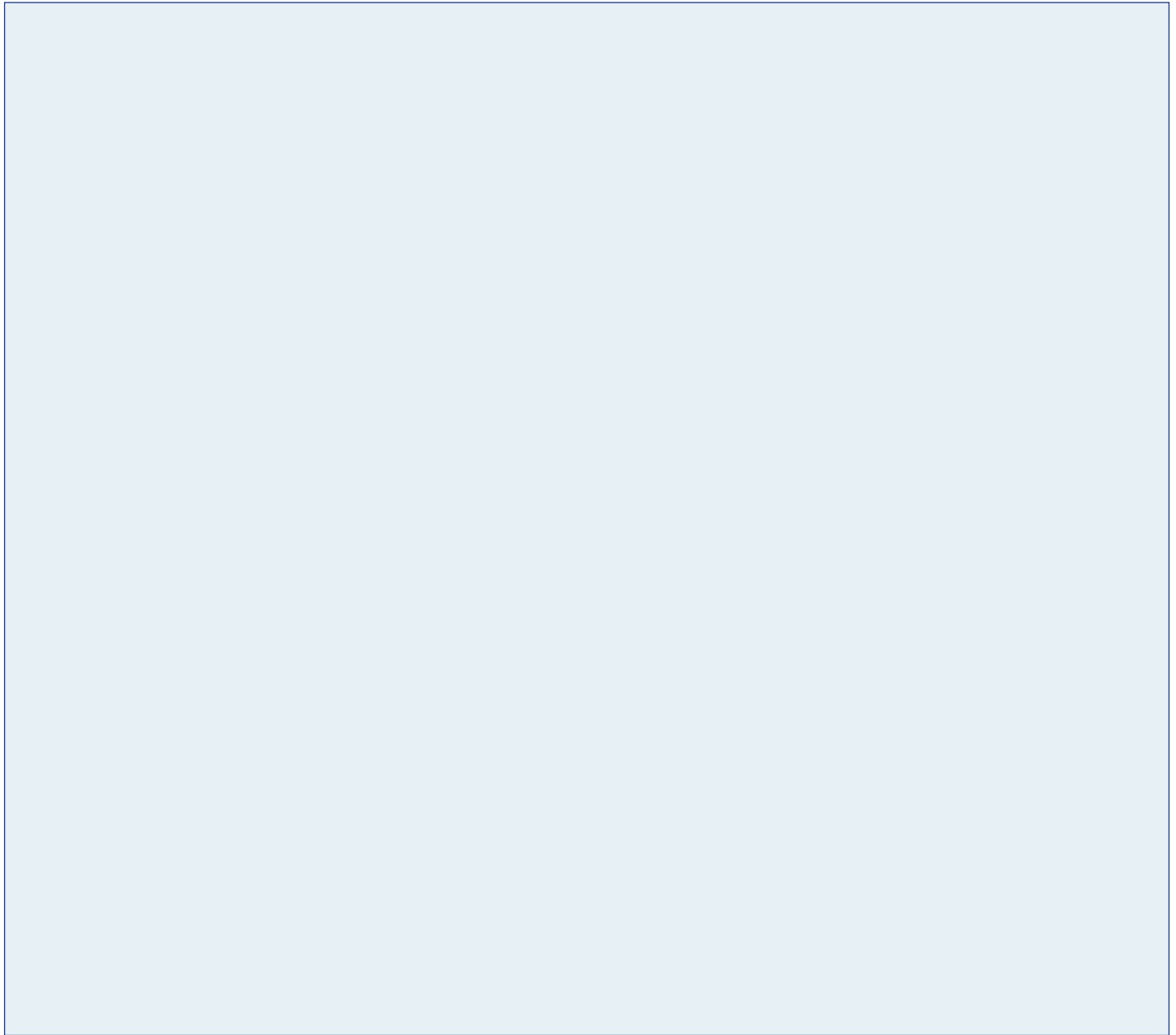
## SECTION N - DETAILS IN SUPPORT OF YOUR APPLICATION

Please use this section to show how your experience and achievements meet requirements set out in the Job Description and Person Specification. Include relevant skills and experience gained in previous employment, work experience placements, school and further education and from voluntary and community work or hobbies. Please continue on a separate sheet if necessary.



Applicant Number

## SECTION N - continued



### Please return the completed application form to:

**Human Resources Team, South Essex Homes, Floor 11, Civic Centre, Victoria Avenue, Southend-On-Sea, Essex SS2 6ER.** Marked Private and Confidential.

Please include the Equal Opportunities form in a separate sealed envelope with your application.

If you want feedback about why you have not been shortlisted or appointed, contact the Human Resources Business Partner for South Essex Homes within eight weeks of the closing date.

If you want to complain about any part of the recruitment process you should write to the Director of Finance within two weeks of receiving your feedback.