



Application Form

Post applied for:

Please read the guidance notes supplied, before completing the form.

The closing date for submission is:

PERSONAL DETAILS

Title

Surname

First name/s

Address

Postcode

Daytime telephone no.

Evening telephone no.

Email address

Are you related to any staff or board member of the Association?

YES

NO

Where did you see this post advertised?

REFERENCES

Please give the names of two referees (not friends or relatives) who are knowledgeable about you in a work context, the first of whom should be your current or most recent employer.

REFERENCE 1

Name

Company

Address

Postcode

Telephone no.

Occupation / relationship

OK to contact referee?

YES

NO

REFERENCE 2

Name

Company

Address

Postcode

Telephone no.

Occupation / relationship

OK to contact referee?

YES

NO

EQUAL OPPORTUNITIES MONITORING - CONFIDENTIAL

In fulfilling its objectives, Ability Housing Association actively seeks to achieve equality of opportunity and fair treatment for all persons. To assist us in monitoring our policy, we would be grateful if you could answer the following questions. This information is not available to the shortlisting panel.

How would you describe your Ethnic Origin?

White: British	<input type="checkbox"/>	Asian / Asian British: Bangladeshi	<input type="checkbox"/>
White: Irish	<input type="checkbox"/>	Asian / Asian British: Other	<input type="checkbox"/>
White: Other	<input type="checkbox"/>	Black / Black British: Caribbean	<input type="checkbox"/>
Mixed: White & Black Caribbean	<input type="checkbox"/>	Black / Black British: African	<input type="checkbox"/>
Mixed: White & Black African	<input type="checkbox"/>	Black / Black British: Other	<input type="checkbox"/>
Mixed: White & Asian	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Mixed: Other	<input type="checkbox"/>	Other	<input type="checkbox"/>
Asian / Asian British: Indian	<input type="checkbox"/>	Refused	<input type="checkbox"/>
Asian / Asian British: Pakistani	<input type="checkbox"/>		

Gender. Are you...

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
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Disability - Do you have a disability?

What is your disability?

Please describe any reasonable adjustments we should make:

a) At interview

b) In the workplace (if appointed)

CURRENT OR MOST RECENT EMPLOYMENT

Employer's name

Address

Job title

From

to

No. months

Brief description of duties:

Reason for leaving?

How much notice are you required to give?

PREVIOUS EMPLOYMENT

1 Employer's name

Address

Job title

From

to

No. months

Brief description of duties:

Reason for leaving?

2 Employer's name

Address

Job title

From

to

No. months

Brief description of duties:

Reason for leaving?

3 Employer's name

Address

Job title

From

to

No. months

Brief description of duties:

Reason for leaving?

Asylum and Immigration Act 1996

Are you eligible for employment in the UK? YES NO

The Association will require documentary evidence to support your right to work in the UK.

Rehabilitation of Offenders Act 1974

Have you ever been convicted of a criminal offence, spent or otherwise? YES NO

EDUCATION AND QUALIFICATIONS

Qualification obtained

Date

Awarding body

Brief details

Qualification obtained

Date

Awarding body

Brief details

Qualification obtained

Date

Awarding body

Brief details

RELEVANT TRAINING UNDERTAKEN

Include membership of any professional bodies

SKILLS AND QUALITIES

What other skills or qualities do you possess?

Do you have a valid driving licence?

YES

NO

EXTERNAL COMMITMENTS & VOLUNTARY WORK

Do you have any private business or other commitments?

Please give details of any voluntary work you have undertaken and in what capacity

Applying for a job: Guidance Notes

Please read these notes carefully before completing your application form.

1. Before you fill in the application form you must read:
 - i) The Advertisement.
 - ii) The Job Description which lists the duties that you would be expected to carry out.
 - iii) The Person Specification which details the requirements that the interview panel will be seeking (experience, skills, qualifications).
 - iv) The Application Form itself.
 - v) The Equal Opportunities Policy.
 - vi) Any other information we have sent you.
2. If you are applying for more than one job, fill in a different application form for each job, because the Person Specification will be different.
3. Write out your application form in a well-organised and positive way. Write or type in black as other colours do not photocopy well and make sure it is legible.
4. The application form is divided into several sections; complete all sections using the Person Specification as a guide. Have you said how you meet the knowledge, qualification or experience requirements or how or why you feel able to meet the other requirements?
5. Do not forget to include any skills, experience and talents that you may use outside work. For example, do you help run a club or voluntary group? Have you organised a local tenants' association? Do you or have you had a position of some responsibility in a Trade Union? Have you campaigned on any issues? If so, write about it.
6. Have you read the Equal Opportunities Policy? It is important for you to show your commitment to equal opportunities and show how you would apply this to the job you are applying for. Some posts will have a specific requirement for skills, knowledge and experience in this area.
7. When completing the individual sections, some things should be noted or explained:
 - i) **Personal Details and Equal Opportunities Monitoring**
Make sure you complete all the details fully. You will note that we ask you to complete a section (personal details) on gender, disability and ethnic origin. This is so that we can monitor our progress under our equal opportunities policy. The information is not used in the short listing procedure.

If you consider yourself to have a disability, please say so.

The Association has a positive action policy for recruiting from groups of people who are currently under-represented on its staff.
 - ii) **Employment History**
Enter the names and addresses of past or present employers, starting with the most recent. You can also include any other part-time or voluntary work you have carried out and if you include any voluntary work, list the name and address of the group involved.
 - iii) **Knowledge Relevant to the Job**
Make sure you give all the information required and levels of any examination taken. Also include any special skills training, day release, evening classes or other relevant knowledge.
 - iv) **Referees**
Choose two people who can comment meaningfully in relation to the duties of the post applied for, one should be your most recent employer. Ask if they are willing to be referees before you put their names forward.

Before you return this form, check that you have answered every question and that you have signed it. Keep a copy for yourself, to refer to if you are invited to an interview.

Notes

Curriculum Vitae will not normally be accepted. You must complete an application form addressing all criteria. This is to comply with our Equal Opportunities procedures, which ensure that all personal details are kept separate from employment information and are not available to the short listing panel.

Applicants should be eligible for employment in the UK when seeking appointment with the Association.

SMOKING: The Association operates a restricted smoking policy. Staff and visitors are allowed to smoke in designated areas only.

We regret that it is not possible for us to acknowledge each application individually. If you do not hear from us within 3 weeks of the closing date for receipt of applications, would you kindly assume that you have not been shortlisted.

Promoting
Independent Living



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