



Application Form

<p>PRIVATE AND CONFIDENTIAL</p> <p>Application for the post of:</p> <p>.....</p> <p>Applicant No.</p>	<p>Please return this Application Form to:</p> <p>Karen Fisher Footsteps Nursery Minto Centre Westfield Workington Cumbria CA14 5BD</p> <p>Telephone No. 01900 872011 Fax No. 01900 872579</p>
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PERSONAL DETAILS

Surname: Title: Mr / Mrs / Miss / Ms

Forenames:

Address:

Postcode:

Tel. No. (Home):

Tel. No. (Daytime):

Tel. No. (Mobile): Can we ring you during the daytime? Yes / No

PRESENT OR LAST EMPLOYMENT

Please give details

Name: Date Appointed:

Address:

Notice Required: Salary:

Position and Duties:

What is your reason for leaving/wishing to leave?

EMPLOYMENT HISTORY

Starting with the most recent please give details of previous employment and reason for leaving

Name and Address	Title and Main Duties	To / From	Reason for Leaving

EDUCATION AND TRAINING HISTORY

GCE/GCSE

Subject	Grade	Date Achieved

DEGREE/PROFESSIONAL QUALIFICATION/FURTHER DEGREE

Subject	Grade	Date Achieved

Professional Titles:

Professional Bodies Member of:

OTHER

Current Studies

Subject	Level	Expected Completion Date
Short Courses Attended Relevant to the Post		

STATEMENT TO SUPPORT YOUR APPLICATION

Please give details of relevant experience and skills explaining how you meet the criteria as stated in the Person Specification. State also your reasons for wishing to apply for this post (attach further sheets if necessary)

REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS ORDER 1975)

Have you ever been convicted of a criminal offence, cautioned, reprimanded or given a final warning by the police, or do you have any court cases pending? (Because of the nature of the work, this post is exempted from the Rehabilitation of Offenders Act 1974 and all convictions, both spend and unspent, must be disclosed.)

Yes No

If yes, please give details, with dates, of offences, sentences, cautions, reprimands, final warnings and court cases pending.

Date of Offence	Nature of Offence	Sentence or nature of police court sanction

The information contained in this application will only be seen by staff involved in the recruitment process.

Where the post applied for requires an Enhanced Disclosure check, please provide details of any police enquiries made against you, which may have a bearing on your suitability for this post.

WHA believes that having a criminal record will not necessarily bar you from working with us. This will depend upon the nature of the position and the circumstances and the background of the offence(s).

DATA PROTECTION ACT 1998

This form contains personal information about you. Westfield Housing Association will hold relevant data about you only for as long as it is strictly necessary to do so and will process the data only in compliance with the principles contained in the Data Protection Act 1998 (as amended from time to time). It will use the details you have provided only for the purposes of processing your application for employment and for monitoring its equal opportunities employment policies.

You have the right to inspect any personal information held by us about you and to correct any inaccurate information. You have a right to copies of the information, where practical, upon written request to the Operations Manager, Westfield Housing Association, Minto Centre, Nilsson Drive, Westfield, Workington, Cumbria, CA14 5BD and payment of a fee of £10.

HEALTH CHECKS

Have you taken time off work due to illness/injury in the last 2 years?

Yes No
If Yes please specify number of days

Please give reasons for time off:

Are you receiving any treatment for a medical condition?

Yes No

Do you take prescribed medication?

Yes No

Are you waiting for treatment for a known medical condition?

Yes No

If Yes to any of the above please specify

You may be required to attend a medical assessment prior to any confirmation of appointment.

REFERENCES

Two references are required. One should be your present or last employer or headteacher/teacher/lecturer if just leaving school/further education.

References will be sought for the successful applicant prior to an offer of employment being formally made.

Name:

Title:

Occupation:

Address:

Tel. No.

Relationship to you:

Name:

Title:

Occupation:

Address:

Tel. No.

Relationship to you:

OTHER INFORMATION

Do you have a right to work in the UK? Yes No

In order to comply with legal requirements, if invited to an interview all applicants are required to provide evidence that they can work legally in the UK. No appointment can be confirmed until such evidence is produced.

Do you possess a current driving licence? Yes No

Details of any endorsements

Do you own a car which would be available for work? Yes No

Are you a tenant of this Association or related to a committee member or employee of the Association? Yes No

If yes, please give details

Please submit any additional information you wish to support your application.

TO BE COMPLETED BY ALL APPLICANTS

I declare that the information in the application is true and any false or untrue declaration may lead to a withdrawal of offer or dismissal without notice. I consent to Westfield Housing Association obtaining references as stated above and to hold this personal data on the terms set out. I understand that a standard or Enhanced Disclosure check will be sought in the event of my application being successful.

Signature:

Date:

Where did you see this vacancy (please state)