

Application for Employment

CONFIDENTIAL

PLEASE WRITE CLEARLY IN BLOCK CAPITALS

Application for the position of:

Location: Reference Number:

PERSONAL DETAILS

Surname: First Names: Title: Mr / Mrs / Ms / Miss / Other:

Address:

.....

..... Postcode:

Telephone Number - Work: Telephone Number - Home:

Mobile Telephone Number: Email:

Do you have any serious illnesses or disability?

How many sickness days have you had during the last year?

ADVERTISEMENT

Where and when did you see the job advertised?

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PRESENT EMPLOYMENT

Employed as: Salary: Since:

Employer's Name and Address:

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..... Postcode:

Brief description of duties / responsibilities:

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PAST EMPLOYMENT HISTORY

Please give details of jobs held since leaving full-time education. Please start with the most recent.

FROM / TO	EMPLOYER	POST	SALARY	REASON FOR LEAVING

ADDITIONAL INFORMATION

Please give your reasons for seeking a new position and details of your skills, qualification and experience which you consider relevant to this position. (Use extra sheet if necessary)

EDUCATIONAL BACKGROUND AND PROFESSIONAL QUALIFICATIONS

Please give details of educational level obtained, courses taken etc

FROM / TO	COLLEGE / SCHOOL	COURSES	GRADE/RESULTS

TRAINING AND SKILLS

Please give details of any external or internal training courses or membership of professional organisations.

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REFERENCES

Please note that employment at Teachers' Housing Association is offered subject to receipt of two satisfactory references, and a satisfactory medical report. Please give the names of two referees (not relatives) one of whom should be your present or last employer.

Name:	Name:
Occupation:	Occupation:
Address:	Address:
.....
.....
..... Postcode:..... Postcode:.....
Landline Telephone Number:	Landline Telephone Number:
Mobile Telephone Number:.....	Mobile Telephone Number:.....
Email:	Email:

GENERAL

Have you ever been convicted of a criminal offence?

YES NO

(Spent convictions as defined by the Rehabilitation of Offenders Act 1974 need not be declared)

If yes, please give details:

Are you related to an existing employee or Board Member of Teachers' Housing Association?

YES NO

If yes, please give details on a separate sheet.

When would you be free to take up a new appointment?:

DECLARATION

I declare that the information provided in this application is, to the best of my knowledge, correct. I understand that false information, misleading statements or deliberate omission of any material fact may lead to dismissal or withdrawal of a job offer.

Signature: Date:

When fully completed, please return this form to:

Chief Executive, Teachers' Housing Association, Rugby Chambers, 2 Rugby Street, London WC1N 3QU

Encouraging Access

The Association wishes to encourage applications from as many suitably qualified people as possible. Please indicate if you would need any particular arrangements to be made, or support provided, if you were invited for an interview.

Data Protection Act 1998

Your signature on this form gives the Association the right, under the Data Protection Act 1998 to process the information you have given, including data of a sensitive nature, for processes relating to your application which have been notified to the Offices of the Information Commissioner. Any processing of the data will be in accordance with the Association's Data Protection Policy.

Asylum & Immigration Act 1996

The Asylum and Immigration Act 1996 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. Therefore, we ask prospective employees to produce relevant documentation. Successful applicants will receive further information and must provide relevant documentation before employment can begin.

Teachers' Housing Association is a charitable housing association registered with the Housing Corporation.

www.teachershousing.org.uk