

Confidential

THA Reference

Application for Employment

teachers' housing association 

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

Application for the position of _____

Location _____

PERSONAL DETAILS

Surname _____ First Name _____ Title _____

Address _____

_____ Postcode _____

Mobile No. _____ Other Contact No. _____

Email address _____

CURRENT OR LAST EMPLOYMENT

Position _____ Since _____ Salary _____

Employer's Name & Address _____

_____ Postcode _____

Brief Description of role & responsibilities _____

If 'last' employment, state reason for leaving: _____

SUITABILITY FOR THE ROLE

Please use this section to outline why you would like this role, and why your skills and experiences make you a good candidate for the position. *(Continue on additional sheet if necessary)*

A large rectangular area with a solid black border, containing 25 horizontal dotted lines for writing.

REFERENCES

Employment is offered subject to receipt of two references satisfactory to Teachers' Housing Association. Please provide contact details for two referees (not relatives) one of whom must be your last or current employer.

Name _____

Name _____

Position _____

Position _____

Address _____

Address _____

_____ Postcode _____

_____ Postcode _____

Mobile No. _____

Mobile No. _____

Other No. _____

Other No. _____

Email Address _____

Email Address _____

GENERAL

	Yes	No
Do you have any serious illness or disability?		
How many days' sickness absence have you had during the past 12 months? days	
If invited for interview, do you need any particular arrangements made?		
If 'yes', what can we do to assist you?		
Are you related to, or known by, an existing staff member or Board Member at Teachers' Housing Association?		
If 'yes', please provide details		
Have you ever been convicted of a criminal offence?		
If 'yes', please provide details		
<i>(Spent convictions as defined by the Rehabilitation of Offenders Act 1974 need not be declared)</i>		
Are you enclosing an up to date CV, or additional information?		

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 send this form to:

Services Manager, Teachers' Housing Association, Rugby Chambers, 2 Rugby Street, London, WC1N 3QU

INFORMATION

(Please detach this page from the application and retain for your information)

Teachers' Housing Association is a charitable housing association registered with the Regulator of Social Housing as a Registered Provider under the Housing Act 1974.

Website: www.teachershousing.org.uk

Address: Rugby Chambers, 2 Rugby Street, London, WC1N 3QU

Data Protection

As part of your application the information given will be used as part of the selection data in the recruitment process. This information will be held for six months, if short-listed for twelve months and if appointed for two year beyond your leaving date.

Our Data Protection Officer is our Finance Director whose email is DPO@teachershousing.org.uk

In providing this information you have the right of access to the information, the right of rectification if there is a mistake in your data, the right to have your data deleted and the right to ask us not to process your data. (Each of these rights is explained more fully on our website www.teachershousing.org.uk/)

If you want to complain about how we have handled your data you can do so with the Information Commissioner, their website is <https://ico.org.uk/concerns/>

Asylum & Immigration Act 1996

Asylum & 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.