



## APPLICATION FORM PRIVATE AND CONFIDENTIAL

**Position Applied For:**

### Part 1

**Please complete this form using black ink**

Details entered in this part of the application form will not be made available to the short listing panel other than for the purpose of the Positive about Disabled People guaranteed interview scheme.

#### Personal Details

First name  Title

Surname

Full address

Postcode

Home telephone no.  Mobile telephone no.

Work telephone no.  Email address

Can we contact you at work? Yes  No

National insurance no.

If you do not have a national insurance number, please supply details of any right to work in the UK and/or work permit currently held including number and expiry date.

**FOR OFFICE USE**

Reference No:

Date Received:

## Guaranteed Interview Scheme

Herefordshire Housing is committed to the employment and career development of disabled people. To demonstrate this we use the Positive about Disabled People symbol. As a symbol user, we guarantee to interview anyone with a disability, within the meaning of the Equality Act 2010, whose application meets the essential criteria for the post being advertised. The evidence you provide on the application form will be used to determine if the criteria has been met.

A person has a disability for the purpose of the Equality Act 2010 if he/she has a physical or mental impairment which has a substantial and long term effect on his/her ability to carry out normal day-to-day activities. Please contact the Human Resources Team on 01432 384160 if you require further clarification on this.

Do you have a disability, long term illness or health problem (which has lasted or will last 12 months or more) which limits daily activities or the work you can do? Or have you been diagnosed with a condition such as HIV, cancer or multiple sclerosis which is deemed to be covered from point of diagnosis?

Yes  No

If you have a disability and would like to be considered under the scheme please sign the declaration below.

I confirm that I am a disabled person within the meaning of the Equality Act 2010. I understand that making a false declaration of disability to obtain a guaranteed interview could subsequently invalidate any contract of employment.

Signature

Date

## Rehabilitation of Offenders Act 1974

If you have been convicted of any offence, you must disclose it, unless it is 'spent' under the Rehabilitation of Offenders Act 1974. However, having a criminal record will not necessarily bar you from employment with us. Any information revealed here or as a result of a disclosure will be considered in the light of the responsibilities of the job.

If the job you are applying for involves access to children, the vulnerable or elderly then you **MUST** state any convictions, bind over orders or cautions whether current or spent. In the event of employment, any failure to disclose these and/or pending investigations could result in disciplinary action and/or dismissal. All jobs with access to children, the vulnerable or elderly will be subject to a Criminal Records Bureau Disclosure.

Please give details below of:

A) Any convictions or charges outstanding of all offences, or charges outstanding in relation to alleged offences, including driving offences. Parking offences need not be declared. If you inadvertently disclose a conviction, which is regarded as "spent", it will be ignored.

B) Any disqualification from driving or performance of professional duties.

Please continue on additional sheet/s if necessary.

## Equality and Diversity Monitoring Form

This information will be treated as confidential and will only be used for monitoring purposes. The information that you provide on this form will be kept in accordance with the Data Protection Act 1998 and used only for the purpose of equality and diversity monitoring.

1. What is your date of birth

2. Are you? MALE  FEMALE

3. How would you describe your ethnic origin?

**WHITE**

BRITISH

IRISH

ANY OTHER WHITE BACKGROUND (please write in)

**MIXED**

WHITE & BLACK CARIBBEAN

WHITE AND BLACK AFRICAN

WHITE AND ASIAN

ANY OTHER MIXED BACKGROUND (please write in)

**ASIAN OR ASIAN BRITISH**

INDIAN

PAKISTANI

BANGLADESHI

ANY OTHER ASIAN BACKGROUND (please write in)

**BLACK OR BLACK BRITISH**

CARIBBEAN

AFRICAN

ANY OTHER BLACK BACKGROUND (please write in)

**CHINESE OR ANY OTHER  
ETHNIC GROUP**

ROMANY/GYPSY

TRAVELLER

CHINESE

ANY OTHER ETHNIC GROUP (please write in)

4. Do you consider yourself to have a disability? Yes  No

(By this we mean a condition that has a long term and substantial effect on your ability to carry out normal day to day activities)

If yes is it?

Physical

Learning Disability or Difficulty

Hearing Impairment

Mental Health

Visual Impairment

Progressive/Chronic Illness e.g. MS, cancer

Other

Please specify

5. How would you describe your religion?

Christian

Buddhist

Hindu

Muslim

Jewish

Sikh

Other

Prefer not to say

6. How would you describe your sexuality?

Heterosexual

Gay Man/Lesbian

Bisexual

Prefer not to say

7. How did you find out about this vacancy?

Hereford Times

Herefordshire Housing's website

Job centre

Other newspaper/journal

please specify

Online - please specify website

Other - please specify

## References

Please give contact details of two referees, one of whom should be your present or most recent employer. References will be taken up for short listed candidates only. Please note personal references should not be used.

Name

Title

Job Title

Address

Post code

Tel no.

E-mail address

Relationship to you

Please tick the box provided if you do not wish us to contact this referee without specific consent from you?

Name

Title

Job Title

Address

Post code

Tel no.

E-mail address

Relationship to you

Please tick the box provided if you do not wish us to contact this referee without specific consent from you?

## Data Protection Act 1998

The information from this application may be processed for the purposes registered by the employer under the Data Protection Act 1998.

I hereby give consent for Herefordshire Housing Ltd. to process the data supplied in this application form for the purpose of recruitment and selection.

I also declare that, to the best of my knowledge and belief, the information I have given in this application is true and accurate. I understand that providing misleading or false information may disqualify me from appointment or may result in dismissal.

Signed

Date

**PLEASE CONTINUE TO  
COMPLETE PART 2 OF THIS  
APPLICATION FORM.**

Print name

[www.hhl.org.uk](http://www.hhl.org.uk)

Herefordshire Housing Limited  
Registered Office: Legion Way, Hereford, HR1 1LN  
Registered Charity No. 1105907  
Registered with the Housing Corporation No. LH4353  
Registered in England 4221587



business for neighbourhoods



## APPLICATION FORM PRIVATE AND CONFIDENTIAL

**Position Applied For:**

**Part 2**

Details entered in this part of the application form will be made available to the short listing panel.

### Present or Most Recent Employment

Name of employer / organisation

Job title

Full address

Postcode

Date employed: From

To (if applicable)

To whom immediately responsible

Salary and other remuneration details

Reason for leaving (if applicable)

Notice required

Brief description of duties

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## Previous Employment History

Please provide details of your previous employment beginning with your most recent first. You can include any relevant voluntary or unpaid work that you may have done.

You may continue on a separate sheet if necessary.

From	To	Name and address of organisation	Position	Salary	Brief description of duties and reason for leaving

## Skills and Training

Other relevant training or work related skills (for example computer skills, languages, shorthand etc.)

## Education and Professional Qualifications

Subject Qualification	Level	Grade/Result	Place of study

### You will be required to provide evidence of your qualifications at interview

Do you hold a full driving licence? Yes  No  Do you have use of a car? Yes  No

Are you undertaking any course of study at present? Yes  No

If Yes: College

Course  Completion Date

Do you have membership of any professional bodies? Yes  No

If so, please give details?

Are there any dates on which you would NOT be available for interview?

Are you known or related to any employee of the Company? Yes  No

If yes, please give details

## Why Are You Applying For This Post?

On no more than two A4 pages please give your reasons for applying for this post and provide additional information and examples of how your knowledge, skills, experience and training meet each element within the person specification for this position. Please use additional sheets if necessary.

**PLEASE RETURN BOTH SECTIONS OF THIS APPLICATION FORM TO:**

**Human Resources, Herefordshire Housing Ltd, Legion Way, Hereford, HR1 1LN or email to [applications@hhl.org.uk](mailto:applications@hhl.org.uk)**

**[www.hhl.org.uk](http://www.hhl.org.uk)**

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