

**APPLICATION FOR EMPLOYMENT**



**SIX TOWN HOUSING**

*Great communities,  
excellent services,  
inspiring people*



**SECTION A**

**1. Post Details**

Post applied for .....

Post reference number .....

Team .....

Location .....

Closing date .....

**2. Personal Details**

Title (Mr, Mrs, Miss etc) .....	Date of Birth .....
Surname .....	NI Number .....
Previous surname (if app) .....	Telephone Numbers:
Forenames .....	Home .....
Address .....	Work .....
.....	Mobile .....
.....	E-mail address .....
Post Code .....	

**3. Canvassing of Board Members or Directors of Six Town Housing, either directly or indirectly, will disqualify your application for employment.**

Are you related to any Board Member or Director of Six Town Housing?

Yes/No (*Delete as appropriate*)

If yes, give details below:

.....

**4. How did you find out about this job? (eg: name of the newspaper or website)**

.....

**5. References**

Please give the name of two referees, one of which must be your current or most recent employer. If you have not been employed recently refer to the guidance notes. The choice of the second referee is at your discretion, but must not be one of your relatives or a Board Member or Senior Officer of Six Town Housing. If you are an internal candidate, one of your referees should be your Line Manager. If you are shortlisted your referee will be contacted.

Please tick the box if you do not wish your referee to be contacted without prior consent

Reference 1: Current Employer

Name ..... Address .....  
Designation .....  
Telephone No .....  
E-mail Address .....

Please tick the box if you do not wish your referee to be contacted without prior consent

Reference 2: Please state relationship: .....

Name ..... Address .....  
Designation .....  
Telephone No .....  
E-mail address .....

**Declaration**

I declare that to the best of my knowledge the information in Section A and B of this application form are true and correct. I understand that if it is found that I have deliberately given false or misleading information I will, if appointed, be dismissed immediately without notice.

Signature ..... Date .....

**Please return your completed application form to:**

The Human Resources Team  
Six Town Housing  
Point Blue  
Moor Street

Bury  
BL9 5AQ

'Or e-mail to 'recruitment@sixtownhousing.org'

## SECTION A

### EQUAL OPPORTUNITIES MONITORING

The information in this section will be treated in strict confidence. The results will be used to produce statistical information about recruitment and selection and employment. They will help us to take action to prevent discrimination.

Section A of the application will be detached and kept separately before the short listing stage.

#### 1. Gender

I am: *(Please tick the appropriate box)*

Male                       Female                       Prefer not to say

#### 2. Marital Status

*(Please tick the appropriate box)*

Single                       Divorced                       Separated                       Prefer not to say  
 Partner                       Widowed                       Married or civil partnership

#### 3. Nationality

I am: *(Please tick the appropriate box)*

British                       Other, please write in .....

#### 4. Language/s spoken

First language spoken *(Please tick the appropriate box)*

English                       Other, please write in .....

Other languages spoken, please write in .....

#### 5. Religion

Which religion/belief do you follow? *(Please tick the appropriate box)*

Christianity                       Buddhism                       Hinduism                       Islam  
 Judaism                       Sikhism                       None                       Prefer not to say

Other, please write in .....

#### 6. Sexual Orientation

*(Please tick the appropriate box)*

Persons of the same sex                       Persons of the opposite sex  
 Persons of the same & opposite sex                       Prefer not to say

#### 7. Caring responsibilities in your personal life

Is there anyone that relies on you for care and attention?

- Yes  No

If yes, please indicate the circumstances:

- Children  Sick or disabled child (up to 18 years)  
 Elderly relative  Sick or disabled adult

## 8. Disability

A disabled person is someone who has a physical or mental impairment, which has a sustainable and long term adverse affect on his/her ability to carry out normal day to day activities. The Disability Act 2005 has extended protection to cover people with HIV infection, cancer and multiple sclerosis from the point of diagnosis.

Do you consider yourself to be a disabled person?

- Yes  No

If you consider yourself to have a disability/impairment do you have any of the following as defined in the DDA?

- Physical disability  Sensory impairment  Mental health difficulty  
 Learning disability / difficulty  
 Please give details .....

## 9. Ethnic Origin

Please tick the box that you believe best describes your ethnic origin. Your ethnic origin is not related to your nationality, place of birth or citizenship. It describes your culture and broad ethnic group. UK citizens can belong to any of the groups indicated below.

### White

- British  
 Irish  
 Traveller of Irish heritage  
 Gypsy/Roma  
 Any other white background

Please write in .....

### Asian or Asian British

- Indian  
 Pakistani  
 Bangladeshi  
 Any other Asian background

Please write in .....

### Chinese or other ethnic group

- Chinese

### Mixed

- White and Black Caribbean  
 White and Black African  
 White and Asian  
 Any other mixed background

Please write in .....

### Black or Black British

- Black Caribbean  
 Black African  
 Black British  
 Any other Black background

Please write in .....

### Unknown

- Unknown/prefer not to say

Other ethnic group

Please write in .....

Candidate Ref No

**SECTION B**

**Only Section B will be made available to the short listing panel.**

**1. Post Details**

Post applied for .....

Post reference number .....

Team .....

Location .....

Closing date .....

**2. Present Employment**

Employer (Name & Address) .....

.....

.....

.....

.....

Job Title ..... Date Started .....

Salary/Wage ..... Notice Required .....

**3. Previous Employment**

Please list in date order, starting with the most recent. Please also explain any gaps in employment.

Date from	Date to	Name & Address of Employer	Job Title Grade/Salary	Reason for leaving
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#### 4. Education

Please list in date order starting with the most recent

Date from	Date to	School/College/University	Qualifications obtained or to be taken with dates and grades

#### 5. Professional Qualifications

Membership body	Type of Membership	Qualification gained	Date obtained

## 6. Other Training

Please give details of any other relevant training not covered in previous sections (eg: short courses)

Date from	Date to	Details

## 7. Sickness Absence

Please indicate the number of periods of absence and the total number of days absent due to sickness over the last 2 years. Please state the reason – eg: DDA/Maternity/Operation

Date from	Date to	Total number of days	Reason

## 8. Relevant Skills, knowledge and experience

Please read the guidance notes before you complete this section

Please continue on separate sheets of paper if necessary. Please state if you are using additional sheets of paper and ensure they are clearly marked with your name and the post applied for. We will remove your name and any personal details before sending to the short listing panel.

## **9. General Information**

### **Driving Licence**

Are you in possession of a current driving licence? YES/NO (delete as appropriate)

*Answer only if driving is a requirement of the post*

## **DATA PROTECTION ACT 1998**

Six Town Housing maintains a Register Entry in respect of Staff Administration. Personal information provided by you on this form and any others in connection with your application is treated in confidence and complies with the requirements of the Act.

### **Verification of Information**

Six Town housing may verify information you have provided on the Application form (e.g. Qualifications, Skills, Knowledge, Experience and Salary) either prior to the interview or as part of the appointment process. This may involve contacting organisations or persons you have quoted on the form. You will have the opportunity to make representations should any checks produce discrepancies.

### **Local Authorities Fraud Initiatives Notification**

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information with other organisations which handle public funds

**Asylum and Immigration Act 1996**

It is a criminal offence to employ a person who is subject to immigration control, unless they have documentation which permits them to work in the UK. You should therefore be aware that we will make checks to ensure that you are eligible to work in the UK.