

Application Form

Private and Confidential



For office use only

1st Interview 2nd Interview Offer Accepted

Job details

Job title:

Closing date:

Where did you hear about this job:

Do you wish to be considered for a job-share arrangement: Yes No

Personal details

Title: Mr Mrs Miss Ms Other _____

Surname:

First name:

Address:

E-mail:

Mobile:

Home:

Work:

Postcode:

Can we contact you at work: Yes No

Do you hold a full, current UK driving licence? Yes No

Do you have a car available for work? Yes No

Educational & Professional Qualifications

Subject	Level	Grade

Personal Development

Current and recent development training

Date	Course/Seminar Title

Unpaid/Voluntary work

Date	Details

Do you intend to continue this or any other work in addition to this job? Yes No

Work experience

Name and address of present/most recent employer or college/school if currently studying:

Job title:

Current/most recent salary:

Notice required for current position:

Date most recent employment began:

Date most recent employment ended:

Please give a brief summary of duties and responsibilities and how your role contributed to the organisation (or details of your studies if leaving college/school)

Why do you want to leave your current job?

Work experience – previous employment

List the most recent first and use a separate sheet if necessary

Name and address of previous employer

Job title:

From:

To:

Please give a brief summary of duties and responsibilities and how your role contributed to the organisation

Reason for leaving

Name and address of previous employer

Job title:

From:

To:

Please give a brief summary of duties and responsibilities and how your role contributed to the organisation

Reason for leaving

What can you bring to Sentinel?

Using the Person Specification and Job Description, please tell us about the skills, experience and knowledge you could bring to Sentinel and why you would like us to consider you for this role. Please give specific examples and evidence using a separate sheet if necessary.

References

First referee

Name:

Capacity known to you:

Address:

Telephone:

E-mail:

Second referee

Name:

Capacity known to you:

Address:

Telephone:

E-mail:

Declaration

I confirm that, to the best of my knowledge, the information given on this form is true and correct and can be treated as part of any subsequent contract and accept that false information may result in my application being disqualified and, if engaged, I will be liable to be dismissed. I understand that the appointment may be subject to a medical examination and/or medical advice from Sentinel's medical advisers.

I agree that the information given on this form may be used for registered purposes under the Data Protection Act 1998.

Signature:

Date:

Confidential Equality and Diversity Monitoring Form

Name:

Position:

To monitor Sentinel's policy, it is necessary to collect information from applicants and employees on the key characteristics that relate to equality and diversity in employment. The information collected will be used only to monitor the operation of the equality and diversity policy, which aims to ensure that no direct or indirect discrimination occurs.

Male **Female**

Date of Birth:

Please read the list below and tick the appropriate box that you feel most closely describes your ethnic origin.

(Classifications taken from the UK Census 2001)

White

British **Irish**

Any other White background

Mixed

White and Black Caribbean

White and Black African

Any other mixed background

Asian

Indian **Pakistani** **Bangladeshi**

Any other Asian background

Black or Black British

Caribbean **African**

Any other Black background

Chinese or other Ethnic Group

Chinese

Any other background

Do you require a work permit? **Yes** **No**

I have a disability I would like Sentinel to know about

Yes **No**

If yes, please provide further information:

Do you have any particular physical access needs?

Yes **No**

If yes, please specify:

Have you in the last 12 months been an employee or Board Member of Sentinel?

Yes **No**

If yes, please specify:

Are you a close relative of a Board Member or employee who has been with Sentinel Housing Association in the last 12 months?

Yes **No**

If yes, please specify:

Have you been convicted of any criminal offence that is not considered spent under the Rehabilitation of Offenders Act 1974?

Yes **No**

If yes, please specify:

The following questions are optional

Sexual orientation:

Heterosexual **Gay** **Lesbian**

Bi-sexual **Transsexual**

My religion is:

Buddhist **Christian** **Hindu**

Jewish **Muslim** **Sikh**

Other (please specify)