

ADULLAM HOMES HOUSING ASSOCIATION LTD

Application for the post of:

Data Protection/Access to personal data

Candidates are informed that the information provided in this form will be retained in a secure manual filing system for a maximum period of six months. In the event that a candidate is successful in obtaining employment with Adullam Homes, the information in this application form will be retained confidentially and securely on both paper-based and computer personnel files and will be used for the purpose of monitoring recruitment practice, (anonymous) statutory returns, pay records and training and development.

Equal Opportunity Monitoring

It is the policy of Adullam Homes to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, sexual orientation, race, colour, nationality, ethnic origin or disability.

To help ensure that our policy is put into practice it is important that you complete the details below. **This information will be detached from your application prior to shortlisting.**

All sections must be completed - please do not refer to a CV

1. PERSONAL DETAILS

Title Mr, Mrs, Miss, Ms, Dr, Rev*	Surname	Forenames
Address:		Date of Birth:
Post Code:		Are You Disabled YES/NO
Telephone No:		Is there any way in which we could make it easier for you to attend an interview?
Day time:		
Evening:		

Ethnic origin questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic group. UK citizens can belong to any of the groups indicated. The information is used to assess the effectiveness of our advertising as we work at becoming an Equal Opportunity employer. Thank you for your assistance.

Please tick the words that most describe you.

White	Black Caribbean	Indian	Irish
Black African	Bangladeshi	Pakistani	Chinese
Black Other (please specify)	Other (please specify)		

Where did you see this post advertised?

2. EDUCATION: (Starting From Secondary School)

Please note: If you are selected for interview you will be required to provide original certificates of any qualifications stated below

Dates: From - To	School/College/University	Qualifications obtained

Detail below any training courses which you have attended, and any supplementary qualifications or certificates attained which are not mentioned above:

Please continue on a separate page if you wish.

3. PROFESSIONAL MEMBERSHIP

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4. OUTSIDE HOBBIES/INTERESTS

What are your interests outside work? Any sports or recreational activities?

5. MEDICAL HISTORY

1. Please give brief details of any illness in the last 5 years lasting for more than 10 days. (Normal coughs, colds and stomach bugs need not be declared)
2. How many days of sickness absence have you had in the past 2 years?

6. PRESENT EMPLOYER please note details will be verified when seeking a reference

Name	Address	Type of Business
Job Title	Responsible to	Date Appointed
Present Salary	Salary Required	Notice Required
Brief Description of Duties		

7. PREVIOUS EMPLOYMENT: (Starting with the most recent)

Dates: From /To	Name and address of Employer, including title of Manager from whom we can obtain a reference	Job Title, Salary details, Reason for leaving	Main Duties
From To	Name: Address:	Job Title Salary details Reason for leaving	Main Duties
From To	Name: Address:	Job Title Salary details Reason for leaving	Main Duties
From To	Name: Address:	Job Title Salary details Reason for leaving	Main Duties
From To	Name: Address:	Job Title Salary details Reason for leaving	Main Duties

Please continue on the enclosed continuation sheet if necessary.

8. Are you able to work within the Christian Ethos of the Association? YES/NO

9. ADDITIONAL INFORMATION

Do you hold a current UK driving licence? Yes/No* Do you own a car? Yes/No* (This information will only be taken into account if it is required by the job)
Have you applied for any other post at Adullam Homes in the past year? YES/NO If YES please give details
Are you related to a committee member or employee of Adullam Homes? Yes/No If YES please state the name of the person and the relationship

10 FURTHER DETAILS

Please add here any additional information you wish to add in support of your application

Please continue on a separate sheet if you wish.

11. REFERENCES

We require **Employer** references covering *the previous 3 years of your employment* but may wish to take up references from any of your previous employers. Please ensure that your employment history given in sections 6 and 7 cover these details. If you have not been employed for three years or if you have had only one previous employer, please also provide a personal reference. An additional sheet may be attached. No-one will be contacted prior to interview.

If you do not wish a previous employer to be contacted, please state below, giving your reasons.

Declaration of truth

I declare that the above information above is accurate and complete and that any untrue or misleading information will give the employer the right to reject my application, to withdraw any employment contract offered or, if employed, to dismiss without notice.

Signed..... Date.....

To be returned to:

Closing Date:

Section 7 - Continuation sheet. Please use this page to list previous employment

Dates: From /To	Name and address of Employer, including title of Manager from whom we can obtain a reference	Job Title, Salary details, Reason for leaving	Main Duties
From To	Name: Address:	Job Title Salary details Reason for leaving	Main Duties
From To	Name: Address:	Job Title Salary details Reason for leaving	Main Duties
From To	Name: Address:	Job Title Salary details Reason for leaving	Main Duties
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