Please ensure all sections of this form are completed. CV’s without a fully completed application form will not be accepted.

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Applied For:** |  | **Reference:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Details** | | | |
| Surname: |  | Title: |  |
| First name(s): |  | | |
| Please confirm any other names you have been known by, when and why: | |  | |
| Address: |  | | |
| County: |  | Postcode: |  |
| Home Phone: |  | Mobile Phone: |  |
| Email: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Working in the UK | | | |
| Do you require a permit to work in the UK? |  | National Insurance No. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Education & Qualifications** | | | |
| Name & Town/City of Secondary School / College / University / Other: | |  | |
| Attended From: |  | Attended To: |  |
| **Qualification:** | | | **Grade** |
|  | | |  |
|  | | |  |
|  | | |  |
|  | | |  |
|  | | |  |
|  | | |  |
|  | | |  |
|  | | |  |
|  | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Town/City of Secondary School / College / University / Other: | |  | |
| Attended From: |  | Attended To: |  |
| **Qualification:** | | | **Grade** |
|  | | |  |
|  | | |  |
|  | | |  |
|  | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Town/City of Secondary School / College / University / Other: | |  | |
| Attended From: |  | Attended To: |  |
| **Qualification:** | | | **Grade** |
|  | | |  |
|  | | |  |
|  | | |  |
|  | | |  |

|  |  |  |
| --- | --- | --- |
| **Membership of Professional Bodies** | | |
| Please provide details of any Professional Body that you are a member of, your membership states (whether by examination, etc.) and relevant dates of membership / validity. | | |
| **Professional Body** | **Membership Status** | **Relevant Dates / Validity** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Training Courses Attended** | |
| Please list any relevant informal and job related training you have undertaken (most recent first): | |
| **Training Course:** | **Date(s):** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employment History** | | | | |
| Please put your most recent employment first and provide full details of all paid and unpaid employment since leaving full-time education. Please include and explain any breaks in employment (subject to the provisions relating to disclosures under the Rehabilitation of Offenders Act 1974 & 1986). | | | | |
| Current / Most Recent Employer: | |  | | |
| Address & Postcode: |  | | | |
| Position: |  | | Salary: |  |
| Brief description of responsibilities: |  | | | |
| Date From: |  | Leaving Date/Notice Period: | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Previous Employer: | |  | | | Salary: |  |
| Address: |  | | | | Postcode: |  |
| Position: |  | | Date From: |  | Date To: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Previous Employer: | |  | | | Salary: |  |
| Address: |  | | | | Postcode: |  |
| Position: |  | | Date From: |  | Date To: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Previous Employer: | |  | | | Salary: |  |
| Address: |  | | | | Postcode: |  |
| Position: |  | | Date From: |  | Date To: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Previous Employer: | |  | | | Salary: |  |
| Address: |  | | | | Postcode: |  |
| Position: |  | | Date From: |  | Date To: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Previous Employer: | |  | | | Salary: |  |
| Address: |  | | | | Postcode: |  |
| Position: |  | | Date From: |  | Date To: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Previous Employer: | |  | | | Salary: |  |
| Address: |  | | | | Postcode: |  |
| Position: |  | | Date From: |  | Date To: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Previous Employer: | |  | | | Salary: |  |
| Address: |  | | | | Postcode: |  |
| Position: |  | | Date From: |  | Date To: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Previous Employer: | |  | | | Salary: |  |
| Address: |  | | | | Postcode: |  |
| Position: |  | | Date From: |  | Date To: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Previous Employer: | |  | | | | Salary: |  |
| Address: |  | | | | | Postcode: |  |
| Position: |  | | | Date From: |  | Date To: |  |
| Please provide details of any gaps in your employment history with supporting dates | | | | | | | |
| Dates | | | Details | | | | |
|  | | |  | | | | |
|  | | |  | | | | |
|  | | |  | | | | |
|  | | |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Please tell us how many days absent you have been from work due to sickness in the last 2-years, and the number of occasions: | | | |
| Total number of days sickness |  | Total number of occasions |  |
| If you would like to share some information in relation to the above, please do so here: | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Rehabilitation of Offenders Act** | | | |
| Before completing this part of the form, please read the following notes carefully.  The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. You must give details on this form about any and all offences, convictions, cautions or bindovers you have, and any cases that you have pending subject to the condition set out below: In May 2013, legislation came into force that provides that certain old and minor cautions and convictions will no longer be subject to disclosures under the Exceptions Order 1975.  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Please review the rules here: [Filtering rules for DBS certificates - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates)  The list of offenses that will never be filtered can be found here: [List of offences that will never be filtered from a DBS certificate - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check) | | | |
| Do you have anything to declare: | |  | |
|  | | | |
| All information given will be treated in the strictest confidence and will be used for this job application only.  I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false of misleading in any way, it will be considered as gross misconduct, it will automatically disqualify me from appointment and is likely to lead to instant dismissal following disciplinary action.  I declare that I have read and fully understood the above information. | | | |
| Signed: |  | Dated: |  |

|  |
| --- |
| **Experience, Supported Statement & Achievements** |
| Please use this section to show how you meet the requirements of the person specification, referring to your education/qualifications, experience, knowledge, skills, competencies, behaviours, paid and unpaid work. Give specific examples of your experience. |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **References** | | | | |
| References are normally taken for successful candidates before an appointment is confirmed, which is safer recruitment good practice.  You must provide the names and contact details of all referees to cover your **last 5 years of employment,** including your last school, college or university if relevant and within that timeframe. It is our practice to contact the relevant HR departments to confirm that the person given as a referee has authority to write a reference. If you have any gaps in your employment, you must provide information about what you were doing during this time.  **If necessary, please provide any additional information requested on a separate sheet.** | | | | |
| Referee’s Name: |  | Job Title: |  | |
| Work Address: |  | | | |
| Post Code |  | Contact Number: | |  |
| Email Address: |  | | | |
| How do you know them and for how long? | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Referee’s Name: |  | Job Title: |  | |
| Work Address: |  | | | |
| Post Code |  | Contact Number: | |  |
| Email Address: |  | | | |
| How do you know them and for how long? | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Referee’s Name: |  | Job Title: |  | |
| Work Address: |  | | | |
| Post Code |  | Contact Number: | |  |
| Email Address: |  | | | |
| How do you know them and for how long? | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Referee’s Name: |  | Job Title: |  | |
| Work Address: |  | | | |
| Post Code |  | Contact Number: | |  |
| Email Address: |  | | | |
| How do you know them and for how long? | |  | | |

|  |  |
| --- | --- |
| **Disability** | |
| The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act’s definition, a person must have, or have had a physical or mental impairment, which has had a substantial long-term effect on their ability to carry out normal day to day activities. If we know that you have a disability we will make reasonable adjustments to the working arrangements and/or the working environment to support you. | |
| Do you have a disability that you would like to disclose? |  |
| Please let us know below if you have any requirements or adjustment requests that we could make to support you during the recruitment and selection process | |
|  | |

|  |
| --- |
| **Declaration** |
| By submitting this form, you certify that all information provided is true and that you have not canvassed an employee of Phoenix Housing Support directly or indirectly in connections with the application, and will not do so. You understand that any such activity will disqualify your application.  You acknowledge that if any of the information is found to be false by virtue of statement or omission after any appointment, you will face disciplinary action, which may lead to instant dismissal.  You give consent to process the enclosed data under the Data Protection Act 2018, General Data Protection Regulation (GDPR) and Phoenix Housing Support’s GDPR policy, understanding that it is used to determine your suitability for the post applied for.  Once the recruitment process has been completed, the application form and associated documents for successful candidates will be retained to form the basis of an employment record throughout your employment including Human Resourcing functions and Payroll Services. Anonymous data may be extracted for the purpose of statistical recording.  Unsuccessful candidates’ information will be retained for 12 months after the application is made, and disposed of securely after this time.  You may update your information if you become aware of any inaccuracies in your submitted application by contacting [info@phoenixhousingsupport.co.uk](mailto:info@phoenixhousingsupport.co.uk) You can also withdraw your application using the same email address.  If you would like further information about data protection, please visit <https://ico.org.uk/> |

|  |  |  |  |
| --- | --- | --- | --- |
| **I have read, understood and accept all terms within this application form** | | | |
| Print Name: |  | | |
| Signed: |  | Dated: |  |

## Equal Opportunities Form

|  |  |
| --- | --- |
| Post Applied For: |  |
| Reference: |  |
| In line with the Codes of Practice of the Equality and Human Right Commission, Phoenix Housing Support collects and maintains information on gender, ethnic origin and disabilities of its employees. Phoenix Housing Support will also collect and maintain information on sexual orientation, age, religion or belief of its employees. The information your have supplied will be kept confidential.  It would be appreciated if you complete this section of the application form, which will be separated from the rest of the form before shortlisting and selection takes place.  You can be assured that this information will be treated in confidence. | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Gender** | | | | | | | |
|  | Female |  | Male |  | Other |  | Prefer not to say |
| Details | | |  | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Sexual Orientation** | | | | | | | |
|  | Bisexual |  | Homosexual |  | Heterosexual |  | Lesbian |
|  | Prefer not to say |  | Other | Details | |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Religion** | | | | | | | |
|  | Agnostic |  | Atheist |  | Buddhist |  | Catholic |
|  | Christian |  | Hindu |  | Jewish |  | Muslim |
|  | No Religion |  | Prefer not to say |  | Sikh |  | Other |
| Details | |  | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Ethnic Group** | | | | | |
|  | Asian British |  | Black Caribbean |  | White & Black Caribbean |
|  | Asian Indian |  | Black African |  | White & Black African |
|  | Asian Pakistani |  | White British |  | White & Asian |
|  | Asian Bangladeshi |  | White Irish |  | Any other Mixed or multiple ethnic background |
|  | Asian Chinese |  | White Gypsy |  | Any other Black, Black British or Caribbean background |
|  | Black British |  | White Roma |  | Any other Asian background |
|  | | | |  | Any other white background |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Do you consider yourself as having a disability as defined by the Equality Act 2010?** | | | | | |
| The Equalities Act 2020 (EA) protects people with disabilities. The EA defines a person as disabled if they have a physical or mental impariement, which is substantial and long term (i.e. has lasted or expected to last at least 12 months) and has an adverse effect on the person’s ability to carry out normal day-to-day activities. | | | | | |
|  | No |  | Yes |  | Prefer not to say |

|  |  |
| --- | --- |
| 1. **Date of Birth:** |  |