**Application Form**

Please complete the application form below and return via the email or postal address above.

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| --- | --- |
| **Position applied for**: |  |

**Personal Details**

|  |  |
| --- | --- |
| **Title** |  |
| **Full Name** |  |
| **Full Address** ***(including Postcode)*** |  |
| **E-mail address** |  |
| **Telephone Number(s)** |  |
| **Do you have a current UK driving license?** | [ ]  **YES** [ ]  **NO** |

**Present or most recent employment**

|  |  |
| --- | --- |
| **Job Title**: | **Employment start date**: |
| **Name of Employer**: | **Employment end date**: |
| **Address**: | **Reason for leaving**: |
| **Notice period**: |
| **Managers name**: | **Salary**: |
| **Please give a brief description of duties and responsibilities**: |

**Previous employment - including voluntary/unpaid activities**

*(Continue on a separate sheet if necessary)*

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| --- | --- | --- | --- | --- |
| **Name of Employer** | **From** | **To** | **Description of Job** | **Reason for Leaving** |
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**Education and Training (continue on separate sheet if necessary)**

(*Candidates may be requested to provide proof of education / training / qualifications)*

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| --- | --- | --- | --- |
| **Educational Establishment** | **Qualification** | **Grade** | **Year obtained** |
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**Abilities, skills, knowledge and experience.**

Please give your reasons for making this application. You will need to read the job description and person specification carefully, then explain how your skills, abilities and experience fit you for the post. These may have been gained through paid employment, voluntary/community work, domestic responsibilities, spare time activities and training.

NB - The Personal Specification is included with the Job Description. You will notice that each personal specification listed is marked with a D (desirable) or with an E (essential). It is important that you relate the abilities, skills, knowledge and experience you have to the personal specification. *In order to be short-listed for interview you must evidence that you meet all the criteria marked as essential*.

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| *Please continue on a separate sheet if necessary ( maximum two additional sheets)* |

**References**

Please supply the name and address of two people (not relatives) one of whom must be your present employer (or last employer if currently unemployed) who can comment on your suitability for the post.

StopGap Supported Housing reserve the right to pursue alternative references if considered appropriate.

|  |  |
| --- | --- |
| **Name**: | **Name**: |
| **Address**: | **Address**: |
| **Tel. No**: | **Tel. No**: |
| **Job Title**: | **Job Title**: |
| **Capacity in which they know you**: | **Capacity in which they know you**: |
| **May we contact them prior to interview?** [ ]  **YES** [ ]  **NO** | **May we contact them prior to interview?** [ ]  **YES** [ ]  **NO** |

**Supplementary Information**

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| In accordance with the Equal Opportunities Equality Policy Statement, disabled candidates will be treated fairly and on the basis of merit only. We will guarantee to interview all applicants who meet the minimum criteria for this post. **Are you applying on this basis?** [ ]  **YES** [ ]  **NO**Please answer the following:**Do you consider yourself to have a disability?** [ ]  **YES** [ ]  **NO****Is there any provision you require if invited for interview?** [ ]  **YES** [ ]  **NO** |

|  |
| --- |
| **Do you suffer from any illness that may affect your work?** [ ]  **YES** [ ]  **NO** |
| **If Yes, please give details**:  |
| **How many working days and occasions have you been sick in the last two years?**  |
| **Please provide details**:  |

|  |
| --- |
| **Are you eligible to work in the United Kingdom?** [ ]  **YES** [ ]  **NO**  |

**Declarations**

*Before completing this section, please read (and complete if necessary) the enclosed sheet: “Rehabilitation of Offenders Act 1974)*

|  |
| --- |
| **Are you related to, or do you live with, any of our employees, service users, a trustee of Gap Supported Housing or a member of the board?** [ ]  **YES** [ ]  **NO****If Yes, please give details**:  |
| **Have you ever been convicted of a criminal offence?** [ ]  **YES** [ ]  **NO*****If yes, please give full details on the separate sheet titled “Rehabilitation of Offenders Act 1974”. Ensure that this sheet is returned in a sealed envelope and attached to your application.*** If you have a conviction we will look at this in relation to the post applied for before making a decision.All information will be treated in confidence.***Due to the nature of our work all applicants who are offered a job with Gap Supported Housing must complete an enhance enclosure through the Disclosure and Barring Service.*** **Have you ever been dismissed from a post because of misconduct, or resigned whilst disciplinary action has been taken against you?** [ ]  **YES** [ ]  **NO**If Yes, please provide brief details:  |
| I authorise Gap Supported Housing to obtain references to support this application once an offer of employment has been made and accepted. I release Gap Supported Housing and referees from any liability caused by giving and receiving of the information. I confirm that the information I have provided is correct and understand that false statements may be sufficient cause for rejection or if employed may subsequently lead to dismissal. |
| Signed: | Date:  |
| **Data Protection Act:** By signing and returning this application form you consent to Gap Supported Housing using and keeping information about you, provided by you or third parties i.e. referees relating to your application for future employment. Such information may include details relating to your health, racial or ethnic origin and criminal record. |

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| How did you hear about this vacancy?[ ]  Website [ ]  VONNE [ ]  Hexham Courant [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Guidance notes: Rehabilitation of Offenders Act 1974**

***Before completing the ‘Declarations’ section of the application form, please read the following information.***

The aim of the Rehabilitation of Offenders Act is to help make sure that if you have been convicted of certain criminal offences (and have served your sentences or paid your fine) you are not disadvantaged in the job market. Certain convictions may be classed as ‘spent’ when a certain period of time has passed. Prison sentences of more than two and a half years never become ‘spent’ and must be disclosed in all applications for employment.

Certain forms of employment are exempt from the Rehabilitation of Offenders Act due to their nature. These exempt jobs are those that are;

* Based in a residential home
* Put the employee in contact with:
	+ under 18s and over 65s
	+ people who are seriously ill with mental health disorder
	+ drug or alcohol addicts
	+ people with a visual, hearing or speech impairment
	+ people with a substantial or permanent disability caused by illness, injury or congenital deformity

All employment with Gap Supported Housing is exempt from the Rehabilitation of Offenders Act. If you are applying for employment you must tell us about all your criminal convictions, regardless of the nature of the sentence or the time of conviction.

Please write full details below and return this sheet in a sealed envelope attached to your application form.

**DECLARATIONS**

|  |  |
| --- | --- |
| **Nature of offence (please provide details):** | **Date(s):** |
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|  |  |

|  |  |
| --- | --- |
| Signed (applicant): | Print Name: |

(Continue over if required)

**EQUAL OPPORTUNITIES INFORMATION**

This information is for equal opportunities monitoring only and will not affect your application for employment.

|  |  |
| --- | --- |
| **Name**: |  |
| **Gender:** | **Male / Female** | **D.O.B.:** |  |

**Marital Status**

[ ] Single [ ]  Married [ ]  Divorced

[ ] Separated [ ]  Widowed [ ]  Civil Partnership

**Disability:**

Do you consider yourself to have a disability in accordance with the disability Discrimination Act?

 [ ]  **YES** [ ]  **NO**

**Ethnic Origin**

Ethnic origin refers to members of an ethnic group who share the same cultural background and identity. This does not mean country of birth or nationality. The categories below are in line with those specified in the 2001 Census.

|  |  |  |
| --- | --- | --- |
| [ ]  White British | [ ]  White Irish | [ ]  White Other |
| [ ]  Mixed White & BlackCaribbean | [ ]  Mixed White & Black African | [ ]  Mixed White & Asian |
| [ ]  Mixed Other | [ ]  Asian / British Indian | [ ]  Asian / British Pakistani |
| [ ]  Asian / British Bangladeshi | [ ]  Black/British Caribbean | [ ]  Black/British Other |
| [ ]  Chinese | [ ]  Other |  |