

## EMPLOYMENT APPLICATION FORM

Please read the accompanying Guidance Notes before completing this application form.

Position Applied for:		
Title (Mr, Ms, etc):	Surname:	
First Name(s):		
Address:	<u>Contact Telephone Numbers</u>	
	Home:	
	Work:	
	Mobile:	
Can we contact you at work? Yes/No	E-mail address:	
<b><u>Education and qualifications</u></b>		
Secondary School / Higher Education	Dates	Qualifications gained
<b><u>Membership of Professional Bodies</u></b>		<b>Dates Awarded</b>

**Present/most recent employment\***

(\*delete as appropriate)

Employer: (name and address)

Position held:

Current salary:

Date started:

Date left:

Reason for leaving:

Required notice period:

Brief outline of main elements of the role:

**Previous employment** (Please start with most recent)

Employer's name, address and nature of business	Post held and brief outline of duties	Salary	Dates	
			From	To

**Shortlisting criteria**

Please use this section to explain how you meet the shortlisting criteria for this post as set out in the person specification. Draw on all aspects of your education and experience. (Continue on a separate sheet of paper if necessary, maximum 2 sides of typed A4):

**Criminal convictions**

Have you ever been convicted or received a caution for a criminal offence (including spent convictions under the Rehabilitation of Offenders Act 1974)? Yes  No

If yes please give details:

**Related parties**

Are you related to any member of the Penrose staff team or board member? Yes  No

If yes, please give name and relationship:

**Employment status**

Do you require a work permit to work in the U.K.? Yes  No

If yes, do you have a work permit? Yes  No

**Health**

Please note that Penrose reserves the right to request a full pre-employment medical.

Please give details of how many days total absence you have had in the last two years as a result of ill health:

Please give details of any illness which has caused you to be absent from work for 10 or more consecutive days, or more than 20 days in one year, during the last two years:

**Interview requirements**

If you are short listed for an interview, are there any special requirements you will require in order to carry out the interview? Yes  No

If yes please give details:

**Referees**

Please give names, addresses and telephone numbers of two referees, at least one of which should be your previous employer. (*Family members or personal friends should not be used*)

1. Name:

Organisation:

Address:

Tel No:

Position Held:

2. Name:

Organisation:

Address:

Tel No:

Position Held:

Please note that referees will not be approached at this stage, they will only be approached when a provisional offer of employment is made. Are you happy for us to approach the referees **prior** to us making you a formal offer of employment?

Yes

No

**I understand that failing to provide relevant information or providing false or inaccurate information could (if I am appointed) lead to disciplinary action or dismissal.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Return of application form**

Your completed application form should be sent to: **The HR Administrator, Penrose Housing Association, 356 Holloway Road, London, N7 6PA.**

### **Filling out the Application Form**

Please record information as legibly as possible and fill out all sections as indicated. Short-listed applicants will be those who best demonstrate that they have the level of skills, experience and personal qualities called for in the person specification.

### **Interview**

Interviews will be used to evaluate applicants' suitability, as measured against the person specification.

### **Employment status**

Penrose may only employ individuals who are entitled to work in the UK; candidates will be required to produce evidence of such entitlement.

### **References**

One of your references must be from your present, or most recent, employer. The other reference may be from a previous employer, individual with whom you have worked, some, or other person who knows you well, but is **not a personal friend or a relative**.

### **Related parties**

To avoid allegations of bias, candidates must disclose any connection with a Penrose staff member or Board member.

### **Criminal convictions and cautions**

Previous convictions/cautions will only be considered relevant if they are directly related to the duties of the job. Applicants are not entitled to withhold information about convictions/cautions, which would be regarded as spent for other purposes. Failure to disclose any convictions or cautions could result in dismissal, if appointed.

Due to the nature of the organisation, and as a matter of best practice, Penrose request that all applicants undergo a Criminal Records Bureau (CRB) check at the Company's expense. Penrose will consider applications from individuals with prior convictions/cautions based on their merits.

### **Pre-employment medical questionnaire**

Potential employees will be required to complete a confidential medical questionnaire prior to commencement of employment with the organisation. The medical questionnaire will be sent to our Occupational Health Advisory Service who will then advise Penrose Human Resources manager of any medical conditions which may impact on appointment.

### **Disability**

Disability is an impairment causing a substantial and adverse long-term effect on the ability to carry out normal day to day activities. If you have such a disability, you should indicate any special requirements you have for the purposes of interview.

The interview panel will decide which candidate best meets the person specification. If this person suffers from a disability, they will then consider the effect of the disability and whether support or adaptations would enable the disabled person to carry out the duties of the post. They will then determine whether it would be reasonable for Penrose to make the necessary adjustments before making a job offer.