## Keniston Housing Association

## Application form for employment

Ref number:

This application form is in two parts. Pages 1 and 2 are removed
prior to shortlisting. Please complete all sections of the form
in black or blue ink. Don’t forget to sign the form on the back of the first page.

If you have downloaded this application form from the website and are confident using Microsoft Word, you can fill in the form in Word.

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| --- | --- |
| Name: |  |
| Title: | Mr Mrs Miss Ms Other (please state) |
| Address: |  |
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|  |  |
|  |  |
| Post code: |  |
| Phone numbers: | Home: |  |
| Work: |  |
| Mobile |  |
| email address: |  |
| Date of birth: |  |
| Where did you see this vacancy advertised? |  |

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| **Disability** | Do you have a disability? |  Yes No |
| If yes please give brief details: |  |
| If you have a disability, are there any arrangements which Keniston could make on your behalf to enable you to attend an interview, and to help you do the job if appointed? |  |

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| **Ethnic origin** | Please tell us how you define your ethnic origin. Type “yes” against one definition only. |
| **White:** | British |  | Irish |  |
| Other |  |
| **Mixed:** | White and Black Caribbean |  | White and Black African |  |
| White and Asian |  | Other |  |
| **Asian or Asian British:** | Indian |  | Pakistani |  |
| Bangladeshi |  | Other |  |
| **Black or Black British:** | Caribbean |  | African |  |
| Other |  |
| **Chinese or other:** | Chinese |  | Other |  |
| **State if question refused** | Refused? |  |

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| **Signature and Declaration**Please read and sign below after you have completed all sections of the application form |
| By submitting this application form either electronically or by post, I authorise Keniston Housing Association (or its agents) to take up references if I am short-listed for interview or offered the post I have applied for. I understand that any delays I may request in the seeking of references may prejudice my selection for, or confirmation of appointment to, the post. I understand that records of unsuccessful job applications will be retained by Keniston in paper and electronic format for at least a year after the post has been successfully filled. Keniston will not use this information except in connection with recruitment and employment. I understand that some positions require a Disclosure from the Criminal Records Bureau relating to all previous convictions. Where this applies it will be stated on the job information/job description sheet for the post applied for and I will co-operate promptly with the application if one is required. Applicants will not necessarily be prevented from employment with Keniston because of a previous conviction, but may be dependent on the circumstances. I understand that providing false information will be treated very seriously. If I am appointed as a result of this application, I acknowledge that any false information provided could result in the termination of my employment with Keniston.I declare that the information given in all sections of the form is correct to the best of my knowledge.  |

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| Signature: |  | Date: |  |

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| **Position applied for** | Job title:  | **Full Time Caretaker, Darrick Wood Estate** |
| On what basis are you applying for this post? (Delete those which do not apply.) | Full time ~~Job share~~ ~~Part time~~  |

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| **Present or most recent employment** | Job title: |  |
| Employer’s name and address: |  |
| Brief summary of key responsibilities: |  |
| Date started: |  | Date ended (if applicable) |  |
| Current or most recent salary: | £ |

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| **Previous employment** | Start with your most recent before the above. Continue on a separate sheet if you need to. If you have a printed summary of **all** the details required you may attach a copy instead of completing this section. |
| Starting and leaving dates | Name and address of employing organisation | Job title and brief description of duties |
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| **Education** | Please list secondary schools, professional courses, polytechnics, universities and any other educational bodies, together with the qualifications gained. You may also add details of any significant training programmes attended if you feel these are relevant to the post. Please note that evidence of qualifications may be requested.Please start with most recent.  |
| Starting and leaving dates | College, school or similar | Qualifications gained |
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| **Attendance and health record** | Please give details of your attendance and health record in your last two years of employment. This should include the approximate number of days absent from work: |
| Number of days absent from work in last two years (or if unemployed, the number of days you would have been unable to work): |  |
| Details of your health record over the last two years: |  |
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| **Driving** | Do you hold a current driving licence? |  Yes No |
| Do you own a car that you would be prepared to use and insure for work purposes? |  Yes No |

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| **Availability** | If appointed, how long a period of notice would be needed before you would be available to start work? |  |

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| **Relevant skills and experience** | Please tell us how your skills and experience are relevant to the person specification for this post. Please include anything else about your skills and experience which you think may help us assess your application. Continue on a separate sheet if necessary |
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| **Further information** | Is there any other information you wish to include in support of your application? |
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| **References** | Please give the names and addresses of two referees, one of whom should normally be your present or most recent employer. All referees must know you in a professional or business capacity; personal references from relatives or friends will not normally be accepted. Keniston reserves the right to approach any of your previous employers and will ask about absence and disciplinary issues. References will not usually be taken up prior to interview. |
| Can Keniston contact your referees without further reference to you? | Yes/ No |
| **Reference 1** |  |
| Name: |  |
| Position in organisation: |  |
| Employer’s, business or organisation name: |  |
| Address: |  |
| Telephone number: |  |
| **Reference 2** |  |
| Name: |  |
| Position in organisation: |  |
| Employer’s, business or organisation name: |  |
| Address: |  |
| Telephone number: |  |
| In what capacity do you know this person? |  |

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| **Declaration of interest** | Are you related to an employee of Keniston or a member of its Management Committee? |  Yes No |
| As far as you are aware, do you have any direct or indirect financial or personal interest in Keniston Housing Association? (You should declare any financial interest in any organisation which sells or receives goods or services to or from Keniston.) |  Yes No |
| If you have answered “Yes” to either of these questions, please explain: |  |
|   |
| Are you a tenant of Keniston Housing Association? |  Yes No |

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| **When you have completed all sections of the application form please return to page 2. You should read the declaration and sign the form before returning it to Keniston.** **When mailing the form to Keniston, please do so to the address below, ensuring that the correct postage is used to avoid delays.** |

Keniston Housing Association

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 [www.kenistonha.co.uk](http://www.kenistonha.co.uk)

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