

**Application for Employment**

|  |  |
| --- | --- |
| Position applied for: | **Housing Officer** |

**Personal Details**

|  |  |
| --- | --- |
| Forename: | Surname: |
| Full address (including post code): | Email address: |
| Home telephone number: |
| Mobile telephone number: |

**Employment History**

Please provide information about your employment history. Please start with your current or most recent employer. *Please continue on a separate sheet if necessary.*

|  |  |  |  |
| --- | --- | --- | --- |
| Date (from – to): | Employer’s name and address: | Job title, salary and brief summary of responsibilities: | Reason for leaving: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Education**

Please provide information about your education. Please show your most recent qualification(s) first. *Please continue on a separate sheet if necessary.*

|  |  |  |  |
| --- | --- | --- | --- |
| Date (from – to): | Secondary School / College/University attended: | Qualification | Result |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Training and Development**

Please give details of training courses you have attended which are particularly relevant to this role. Please start with the most recent course first. Please continue on a separate sheet if necessary.

|  |  |
| --- | --- |
| Training Course: | Date Completed: |
|  |  |
|  |  |
|  |  |

**Relationship to a management committee member of current employee of CFHG**

If you are related in any way or have any personal connection to the above, please give details below:

|  |
| --- |
|  |

**Supporting Information**

Using this space, briefly address each of the numbered criteria on the person

specification showing how you fulfil each one, using practical examples which show the skills or experience you have, that make you suitable for the role. Successful applicants can then expand on these during the interview.

*Please continue on a separate sheet.*

|  |
| --- |
|  |

**Rehabilitation of Offenders Act 1974**

**Do you have any offences which are currently unspent under the Rehabilitation of Offenders Act 1974? If yes, please give details below?**

***[You do not need to disclose anything that is deemed ‘spent’]***

|  |
| --- |
|  |

**Reasonable Adjustments**

Would you like us to make any specific arrangements to facilitate a fair interview due

to a disability? For instance, do you need a wheelchair-accessible interview room?

|  |
| --- |
|  |

**Other Information**

|  |  |
| --- | --- |
| Do you have any holidays booked?  |  |
| Have you worked for us before? If yes, please tell us the role and dates.  |  |

**References**

Please provide the names and addresses of two referees to whom confidential enquiries may be made. They must not be related to you. One must be your current employer. If you are unemployed, we will accept your previous employer. We only take up references if you are offered the position.

|  |  |
| --- | --- |
| Full name: | Full name: |
| Capacity in which known to you: | Capacity in which known to you: |
| Time known: | Time known: |
| Occupation:  | Occupation:  |
| Address: | Address: |
| Contact email: | Contact email: |
| Contact number: | Contact number: |

**Data Protection**

\*The information provided in the application form will be processed in accordance with current data protection regulations.

We may verify information you supply to obtain employment by consulting a third party or statutory agency at any time. We may provide information from your application to appropriate third parties (e.g. HMRC).

\*If you are unsuccessful in this application, we can hold your information on file in case of future vacancies. Instead of securely shredding it, we will retain it securely for an additional 12 months. You must specifically authorise this below.

**Right to Work in the UK**

You will be required to provide the appropriate official documents to confirm your right to work in the UK if you are offered an interview.

**Declaration**

I authorise you to obtain references to support this application if I am offered this post. I will advise my chosen referees of your possible approach.

I consent to the processing of data supplied in this application form for the purpose of recruitment and selection.

I confirm that the above information is correct. I understand that providing false or misleading information to secure employment is misrepresentation. My application may be rejected, or employment terminated in such circumstances.

Signature: ……………………………………………… Date: ……………………………

**\*** Where your application is unsuccessful this form will be securely shredded at the end of the process. We are happy to keep this information confidentially on file for 12 months in case of further similar vacancies. Please sign the authorisation below if you wish us to do so.

**I authorise you to retain my application and associated personal information for up to 12 months from the date below.**

Signature: ……………………………………………… Date: ……………………………

**PLEASE SIGN AND RETURN THIS FORM BY EMAIL TO**

**Chalk.farm@camden.gov.uk**

**before the closing date of Midnight on Sunday 13th December 2020.**

**Late applications will not be considered.**