



People First Housing Association

Community-based, tenant-led

Employment Application Form

Post applied
for:

Title (e.g. Ms/Mr):

First Name:

Surname:

Address &
Telephone number

Current valid driving license: Yes No

Car owner: Yes No

Date available to commence employment

Current salary (if in employment)

References

Please give two references, one of whom should be your current or most recent employer (PLEASE MARK *). Referees will not be contacted before an offer of employment is made.

	Name and Position	Organisation and Address	Phone number and e-mail
1			
2			

Education and qualifications

Include relevant courses / qualifications achieved or currently being studies

Subject / Qualification (state subject and grade)	Institution attended (where you acquired the qualification)

Employment History

Start with the most recent

Dates and Position Held	Employer and Main Duties (up to 6 bullet points)

Supporting Statement

Please summarise your skills and experience and how they meet the requirements of the Person Specification.

Declaration / disclosures

People First is committed to equality of opportunity for all.

Information you disclose will be taken into account for recruitment purposes only if it is relevant to the position applied for and you will be given the opportunity to discuss anything you disclose at the interview.

1. To your knowledge are you related to any Board Members of the association?

Yes No

2. Have you ever been employed by, applied for a job or been a tenant of the association?

Yes No

If yes, please give details

3. You are required to disclose details of any criminal record (unless you are applying for an admin post) because of the sensitive nature of the duties you will be expected to undertake in your role. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position.

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? (Note the post you have applied for is excepted under the rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed).

Yes No

If yes, please give details of offences, penalties and dates.

Are you aware of any police enquiries which have or are being undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes No

If yes, please give details

4. How did you find out about the vacancy?

Please write in

The personal data you provide will be used for the purposes of recruitment and selection procedures, to enable People First HA to perform its obligations under the contract of employment for successful applicants and for monitoring and recording the distribution of employees across People First.

Any data provided will not be disclosed to any party without your consent except in accordance with the exemption prescribed by the Data Protection Act 1998.

If you are not successful we will keep your application for one calendar year and may consider you for any future positions that may arise unless you specifically ask us not to.

I declare that to the best of my knowledge the information given in this application is true and accurate. I understand that any false declaration may make me liable to dismissal.

Signature

Date

Please either print and send back to People First or return via email to admin@peoplefirsthousing.co.uk