

PRIVATE AND CONFIDENTIAL

JOB APPLICATION FORM



Post applied for:

How did you hear about this post?

STATEMENT OF APPLICATION

Please give your reasons for applying for this position and explain how you meet the criteria set out in the person specification.

EMPLOYMENT RECORD

Please give details of your previous employment, starting with your present or most recent job.

Dates employed	Employer's name, address and nature of business	Position held and main responsibilities	Final salary	Reason for leaving

Please continue on a separate sheet if necessary

QUALIFICATIONS AND TRAINING RECORD

SECONDARY EDUCATION

Subject	Level	Grade	Date obtained

FURTHER EDUCATION

Subject	Level	Grade	Date obtained

PROFESSIONAL QUALIFICATIONS

Subject	Level	Grade	Date obtained

OTHER STUDIES AND TRAINING (any other relevant studies/training you have completed, or are currently undertaking)

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Please tick the box which you feel describes your sexual orientation

Heterosexual..... Bisexual..... Gay..... Lesbian.....

Please tick the box which you feel describes your religion or belief

Christian..... Hindu..... None.....
Muslim..... Jewish..... Other..... *(Please give details)*
Buddhist..... Sikh.....

THE IMMIGRATION AND ASYLUM ACT 1996

All candidates who are invited for interview will be asked to provide documentary proof of entitlement to work in the UK (i.e. birth certificate, National Insurance card, P45 or P60 or Home Office evidence.)

Do you need a work permit to work in the UK? Yes/No

If yes, please give details

THE DISABILITY DISCRIMINATION ACT 1995

Do you consider yourself to be disabled? Yes/No

Please specify the nature of any disability

Are there any adjustments which need to be made for the purpose of:

- a) The interview?

- b) The job?

THE EQUALITY ACT 2010

How many days have you had off work due to sickness during the last two years? Please give details.

THE REHABILITATION OF OFFENDERS ACT 1974

Do you have an unspent criminal record under the Rehabilitation of Offenders Act 1974? Yes/No

If 'Yes', please state the date and nature of the offence and the sentence given

GENERAL INFORMATION

Current salary and benefits

Notice requirement

Do you possess a current full driving licence?

Yes/No

REFERENCES

Please give details of two professional referees, one should be your present or most recent employer. We will not contact any referees until a job offer has been made.

Name

Job title

Address

Telephone number

Email:

Name

Job title

Address

Telephone number

Email:

RELATIONSHIPS

Are you related* to someone who is, or has been, an employee, Director or Board Member of Soha Housing ? Yes/No
If yes, please give details

Are you a resident or related* to a resident of Soha?
If yes, please give details

Yes/No

**Related includes partners and close relatives*

DECLARATION

Any appointment offered will be on the basis of your application and interview. The employer reserves the right to terminate your employment without notice, in the event that it is discovered the information provided was not accurate in some material way.

I confirm that, to the best of my knowledge, the information given on this form is true and correct and can be treated as part of my subsequent Contract of Employment.

I understand that the appointment may be subject to a satisfactory medical examination.

In the event of being shortlisted, I understand that, where the post is exempt from the Rehabilitation of Offenders Act, 1974, I shall be asked to complete a confidential declaration regarding any convictions.

Signed:

Date: