

<p style="font-size: 1.2em; margin: 0;">APPLICATION FORM</p> <p style="font-size: 1.5em; margin: 0;">ST JOHNS HOUSING TRUST</p>

POSITION APPLIED FOR: _____

The following information will be treated in the strictest confidence.

PERSONAL DETAILS

(Please complete this section in BLOCK CAPITALS)

Title:	Surname:	First Name(s):	
Address:			
			Postcode:
Home phone no.		Mobile phone no.	
National Insurance No:			
Full Driving Licence:	YES/NO	Endorsements:	*YES/NO
* If YES, please give further details including dates.			
Are you involved in any activity which might limit your availability to work or your working hours e.g., local government?			YES/NO
If YES, please give full details.			
Are you subject to any restrictions or covenants which might restrict your working activities?			YES/NO
If YES, please give full details			
Are you willing to work overtime and weekends if required?			YES/NO
Please give details of any hours which you would not wish to work:			
Have you any convictions, including both spent and unspent convictions, under the Rehabilitation of Offenders Act 1974? (A copy of the Trust's CRB Code of Practice is available on request.)			YES/NO
If YES, please give full details			
If offered employment, you will be required to complete a Pre-Employment Medical Questionnaire. Are you prepared to undergo a medical examination before employment?			YES/NO
Have you ever worked for this organisation before?			YES/NO
If YES, please give full details			
Have you applied for employment with this organisation before?			YES/NO
Do you need a work permit to take up employment in the UK?			YES/NO
How much notice are you required to give to your current employer?			
What is your current salary/rate of pay?			

EDUCATION

Please list all degrees/diplomas/professional qualifications/other qualifications held at or currently studied for. List most recent first and give all results known.

Institutions:	From	To	Examinations and Results

Please list any training courses undertaken which you consider to be relevant to the job.

Institutions:	From	To	Examinations and Results

PRESENT OR LAST EMPLOYER

Are you currently employed? YES/NO

Name of present or last	
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Address:	
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Telephone No:	
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Nature of business:	
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Job title and a brief description of your duties:	
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Reason for Leaving:

Length of Service:	From:	To:
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EMPLOYMENT DETAILS

Please give details of your past employment.

Name and address of employer	Dates	Position held/Main duties	Reason for leaving

PERSONAL STATEMENT

Applicants are requested to provide a personal statement outlining the reason for applying for the post, highlighting relevant skills, knowledge and experience and any other pertinent information which will support their application. This statement should relate to the Job Description and Person Specification. Please set out below your personal statement.

SUPPLEMENTARY INFORMATION

Please set out below any further information to support your application, e.g. past achievements, future aspirations, personal strengths.

Please list all absences from work in the past 12 months including the duration and reasons for such absences:

Date of absence From -to	Reason

DECLARATION

Given the nature of the job I have applied for, I understand that any offer of employment will be subject to information on my criminal record being disclosed to the Trust by the Criminal Records Bureau.

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Trust, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998.

Signature:	Date:
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REFERENCES

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference. These should not include relatives or purely personal friends.

Can we approach your current employer before an offer of employment is made? YES/NO

Name:	Name:
Position:	Position:
Address:	Address:
Tel. No:	Tel. No:

SOURCE OF APPLICATION

How did you hear of this vacancy?

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Please send the completed application, together with the Equal Opportunities Monitoring Form, to:

**Personnel
St Johns Housing Trust
26 Suffolk Road
Lowestoft
NR32 1DZ**

and mark envelope **'Confidential'**.

How to fill in the application form

Enclosed are the application form and job details for the RELIEF PROJECT WORKER job. Please complete the application form as fully as possible and return it to St Johns Housing Trust.

Your application form is very important because it is the only basis on which we decide whether or not to interview you. We do not accept CVs.

The spaces provided in the form should be adequate for you to present a concise application. If, however, you feel it is essential to continue on a separate sheet, attach it firmly to the main part of the form indicating clearly the part of the form or question that it relates to.

The Trust is an equal opportunities employer. Our main aim is to ensure that no applicant or employee is unfairly treated. To help us monitor the effectiveness of our policy commitment, and how well we are meeting our legal responsibilities, all applicants are asked to complete the attached equal opportunities monitoring form. This form is not shown to the interviewers; Personnel retain it and the data is used for monitoring purposes only.

Unfortunately, due to the rising cost of recruitment and our effort to direct our funds towards service provision wherever possible, we have decided that it is no longer practical to write to unsuccessful applicants. If, therefore, you have not received a reply within 2 weeks of the published closing date you should assume that you have been unsuccessful in your application. We hope that you will recognise that this is a practical necessity rather than a discourtesy on our part. We would like to take this opportunity to thank you for your interest in the post.