

# Railway Housing Association



**Application for  
EMPLOYMENT**

**Office use only**

Application Ref. No. \_\_\_\_\_

**Private and Confidential**

The information you provide will be treated as confidential and only used in accordance with our Data Protection Policy and Privacy Notice.

The information given will form part of the confidential personal record of the successful candidate.

All application forms will be retained for a maximum period of twelve months.

Please do not submit CV's as they will not be considered.

If you have not been contacted within four weeks of the closing date please assume that your application has been unsuccessful.

**Post applied for:**

**Present or most recent employment**

Name and address of employer \_\_\_\_\_  
\_\_\_\_\_

Job title \_\_\_\_\_

Date started \_\_\_\_\_ Date left (if applicable) \_\_\_\_\_

Salary \_\_\_\_\_

Brief details of duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

Notice period required \_\_\_\_\_

**References**

Please give details of two people we may approach for references, one of whom must be your current or most recent employer.

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_ Postcode \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

Contact no. \_\_\_\_\_ Contact no. \_\_\_\_\_

Relationship \_\_\_\_\_ Relationship \_\_\_\_\_

May we contact prior to interview? YES/NO

May we contact prior to interview? YES/NO

## Employment History

Please give details of your previous employment, most recent first.

Employer	Job Title	Salary	Dates employed	Reason for leaving

## Professional Bodies

If you are a member of any professional bodies, please give details below.

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## Criminal Records

Do you have any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974?  
YES/NO (if yes, please give details)

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## Declaration (please read the following statements carefully before signing this application form)

1. I declare that the information on this application is correct and complete to the best of my knowledge and I understand that providing false information may lead to withdrawal of an offer of appointment or dismissal without notice if I have already been appointed.
2. I agree that the Association reserves the right to request a medical report (with my permission) and that any offer of employment may be subject to such a report.
3. I understand that the canvassing of employees or Board Members of the Association will result in disqualification of this application.
4. Are there any restrictions on you taking up employment in the United Kingdom? YES/NO  
(If yes, please provide details)

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Signed:

Date:

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Please return the completed application form to:

**Railway Housing Association, Bank Top House,  
Garbutt Square,  
Neasham Road, Darlington DL1 4DR**  
Telephone: 01325 482125  
Email: [recruitment@railwayha.co.uk](mailto:recruitment@railwayha.co.uk)

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Application Ref. No.

## Equal Opportunities Monitoring Form

Railway Housing Association is an equal opportunity employer and welcomes applications from all sections of the community. Individuals are always appointed based on their relevant skills and experience.

In order to ensure our policies and procedures are fair and effective we require the following information which will be used for monitoring purposes only:-

### Ethnic and National Origin

White:  British  Irish  Other  
Mixed:  White & Black Caribbean  White & Black Asian  White & Asian  Other  
Asian or Asian British:  Indian  Pakistani  Bangladeshi  Other  
Black or Black British:  Caribbean  African  Other  
Chinese or other ethnic group:  Chinese  Other

### Disability

Do you consider yourself to have a disability as defined under the Equality Act 2010 as detailed below:  
*'a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities'*

YES / NO (if yes please give brief details)

Do you have any specific requirements relating to your disability to enable you to attend an interview - access to premises, travelling arrangements, timing of the interview, type of interview, induction loop etc?

YES / NO (if yes please give details)

### Vacancy

Please can you let us know where you saw the vacancy advertised?

### Personal Details

Surname \_\_\_\_\_ Forename(s) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender: Male/Female/Transgender \_\_\_\_\_

Home Address \_\_\_\_\_

Post Code \_\_\_\_\_

Email Address \_\_\_\_\_

Home telephone \_\_\_\_\_ Mobile telephone number \_\_\_\_\_

Work telephone \_\_\_\_\_ May we contact you at work? YES/NO

Do you have a current driving licence? YES/NO

If you are closely connected to any member of the Board or staff of the Association please state his/her name below, detailing the relationship. Closely connected is defined as spouse, partner, relative or close friend.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**This information will not be circulated to the selection panel, but will form part of the personal confidential record of the successful applicant.**

Information can be made available in other languages, or other formats such as Braille or Audio Tape, on request. Please ask a member of our staff for more information, or if you need any other help or advice. (They can arrange to speak to you in your own language if you need them to.)

L'information peut être rendue disponible dans d'autres langues, ou en d'autres formats tels que braille ou bande magnétique audio, sur demande. Veuillez demander à un membre de notre personnel pour plus d'information, ou si vous avez besoin de tout autre aide ou conseil. (ils peuvent organiser de vous parler en votre propre langue si vous avez besoin qu'ils le fassent.)

অনুরোধ অনুযায়ী অন্য ভাষাতে অথবা অন্য ফরম্যাটে যমেন ব্রহেল অথবা অডিও টেপে তথ্য উপলভ্য করা যতে পারে। আরও তথ্যের জন্য অথবা আপনার যদি অন্য কোনো সাহায্য অথবা পরামর্শের প্রয়োজন হয় তাহলে অনুগ্রহ করে আমাদের একজন কর্মীকে জিজ্ঞাসা করুন। (তারা প্রয়োজন মত আপনার নিজের ভাষাতে আপনার সাথে কথা বলার ব্যবস্থা করতে পারবেন।)

مع توفير المعلومات بلغة اخرى وسبغ اخرى مثل البريل (تقادي المسر) والشريط الصوتية - تطلب. يرجى الاستفسار من احد موظفينا للحصول على المزيد من المعلومات او للحصول على عدة او الترشد. (يستطيع موظفونا توفير وسائل اخرى للتحدث معكم بلغتكم اذا احتجت الى ذلك.)

该资料已被翻译为其它的语言,也有诸如盲文或录音磁带的其它形式供选。请询问我们的职员以便获得进一步的资料、其它帮助或建议。(如果你有需要,他们可以安排用你自己的语言来和你交谈。)

বিনীতি পর, অন্য ভাষা অথবা ব্রহেল কে আউথিও টেপ জেবা অন্য স্বেচ্ছামা মাডতি উপলব্ধ থকৈ ঐ। বধু মাডতি অথবা তমনে কঠৈ অন্য সভায় অথবা সভাডনী জরুর ডায়, তো কৃপা করী আমরা স্টিফনা সম্মুখে পুছী। (জী তমনে জরুর ডায়, তো তেআ তমারী পোতানী ভাষামা তমারী সাথে বাত কহানী ব্যবস্থা করী থকৈ ঐ।)

Na życzenie informacje mogą być udostępnione w innych językach lub formatach, np. w alfabecie Braille'a lub na taśmie dźwiękowej. O więcej informacji lub wszelką pomoc i porady należy prosić członków naszego personelu (jeśli zajdzie taka potrzeba, mogą oni zorganizować rozmowę w Państwa języku).

ਬਿਨੀਤੀ ਪਰ, ਅਨ੍ਯ ਭਾਸ਼ਾ ਅਥਵਾ ਬ੍ਰਹੇਲ ਕੇ ਆਊਥਿਓ ਟੇਪ ਜੇਬਾ ਅਨ੍ਯ ਸਵੇਚਚਮਾ ਮਾਡਤੀ ਉਪਲਬਧ ਥਕੈ ਐ। ਵਧੂ ਮਾਡਤੀ ਅਥਵਾ ਤਮਨੇ ਕਠੈ ਅਨ੍ਯ ਸਭਾਯ ਅਥਵਾ ਸਭਾਡਨੀ ਜਰੂਰ ਡਾਯ, ਤੋ ਕ੍ਰਪਾ ਕਰੀ ਅਮਰਾ ਸਟੀਫਨਾ ਸਮ੍ਮੁਖੇ ਪੁਛੀ। (ਜੀ ਤਮਨੇ ਜਰੂਰ ਡਾਯ, ਤੋ ਤੇਆ ਤਮਾਰੀ ਪੋਤਾਨੀ ਭਾਸ਼ਾਮਾ ਤਮਾਰੀ ਸਾਥੇ ਬਾਤ ਕਹਾਨੀ ਵਯਵਸ੍ਠਾ ਕਰੀ ਥਕੈ ਐ।)

یہ معلومات گزارش کرنے پر دیگر زبانوں یا دیگر صورتوں، جیسا کہ ضروری (اخری ہوئی کھالی، ہمیں شکایت کے ذریعے کی کھالی کی یا ڈی آر ٹیپ پر بھی فراہم کی جاسکتی ہیں۔ مزید معلومات یا اگر آپ کو کسی اور صورت کی ضرورت ہو تو براہ مہربانی، اسے عمل کے نمبر سے بات کریں (اگر آپ کو ضرورت ہو تو، آپ سے اپنی زبان میں بات کرانے کا انتظام کرسکتے ہیں)۔

# Railway Housing Association



Bank Top House, Garbutt Square, Neasham Road, Darlington DL1 4DR  
Registered Social Landlord: A1855 Registered Charity: 216825  
MEMBER OF THE HOUSING OMBUDSMAN SERVICE

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