

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.

Further Information

Please use this section to submit any additional information relevant to your application, making specific references to the criteria detailed on the enclosed person specification - please continue on a separate sheet if necessary.

Criminal Records

Due to the nature of the post appointment will be subject to an Enhanced Disclosure & Barring Service check. A copy of the Association's Policy in respect of such disclosures is included in the Application Pack.
Have you ever had a criminal conviction?
(if yes, please give details)

YES NO

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 should I be successful in this application I will, if required, apply to the Disclosure & Barring Service for an enhanced disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the Association any offer of employment may be withdrawn or my employment terminated.
3. 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.
4. I understand that the canvassing of employees or Board Members of the Association will result in disqualification of this application.
5. Are there any restrictions on you taking up employment in the United Kingdom? YES NO
(If yes, please provide details)

Signed:

Date:

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

Office use only

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'

If yes please give brief details

YES NO

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

Advertising

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 যখন 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।)

بع توفير المعلومات بلغات اخرى وصيغ اخرى مثل البريل (لفاقد البصر) والشرائط الصوتية، الطلب. يرجى الاستفسار من احد موظفينا للحصول على المزيد من المعلومات او للحصول على عدة او الارشاد. (يستطيع موظفونا توفير وسائل اخرى للتحدث معكم بلغتكم اذا احتجتم 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。)

વનિતી પર, અન્ય ભાષાઓ અથવા બ્રેઇલ કે ઓડિયો ટેપ જેવા અન્ય સ્વરૂપોમાં માહિતી ઉપલબ્ધ થઈ શકે છે. વધુ માહિતી અથવા તમને કોઈ અન્ય સહાય અથવા સલાહની જરૂર હોય, તો કૃપા કરી અમારા સ્ટાફના સભ્યને પૂછો. (જો તમને જરૂર હોય, તો તેઓ તમારી પોતાની ભાષામાં તમારી સાથે વાત કરવાની વ્યવસ્થા કરી શકે છે.)

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).

ਬੇਨਤੀ ਕਰਨ ਤੇ, ਜਾਣਕਾਰੀ ਦੂਸਰੀਆਂ ਬੋਲੀਆਂ, ਜਾਂ ਹੋਰ ਰੂਪਾਂ ਜਿਵੇਂ ਕਿ ਬਰੇਲ ਜਾਂ ਆਡੀਓ ਟੇਪ ਤੇ ਵੀ ਦਿੱਤੀ ਜ ਸਕਦੀ ਹੈ। ਹੋਰ ਜਾਣਕਾਰੀ ਵਾਸਤੇ, ਜਾਂ ਜੇਕਰ ਤੁਹਾਨੂੰ ਹੋਰ ਸਹਾਇਤਾ ਜਾਂ ਸਲਾਹ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਕਿਪਾ ਕਰਕੇ ਸਾ ਸਟਾਫ਼ ਦੇ ਕਿਸੇ ਮੈਂਬਰ ਨੂੰ ਪੁੱਛੋ। (ਜੇਕਰ ਤੁਸੀਂ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਉਹ ਤੁਹਾਡੇ ਨਾਲ ਤੁਹਾਡੀ ਆਪਣੀ ਬੋਲੀ ਵਿਚ ਗੱਲਬਾਤ ਕਰਨ ਦਾ ਪ੍ਰਬੰਧ ਕਰ ਸਕਦੇ ਹਨ।)

یہ معلومات گذارش کرنے پر دیگر زبانوں یا دیگر صورتوں، جیسا کہ، بریل (ابھری ہوئی لکھائی، ٹائپ یا اشخاص کے پڑھنے کی لکھائی) یا آڈیو اور ٹیپ پر بھی فراہم کی جاسکتی ہیں۔ مزید معلومات یا اگر آپ کو کسی مدد یا مشورے کی ضرورت ہو، تو براہ مہربانی ہمارے عملہ کے ممبر سے بات کریں۔ (اگر آپ کو ضرورت ہو تو وہ آپ سے اپنی زبان میں بات کرانے کا انتظام کر سکتے 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

Tel: 01325 482125 Fax: 01325 384641
www.railwayha.co.uk