

Application for Employment

Please complete all sections of this application form



S A L V A T I O N A R M Y H O U S I N G A S S O C I A T I O N

Application for position of:				
Located at:				
Miss/Mr/Mrs/Ms or other title	Forenames	Surname		
Address		Home telephone		
		Mobile telephone		
Post Code		Work telephone (if we may ring you there)		
Email Address:				
Do you have a current driving licence?		Any endorsements?		
Please list your education since the age of 16, in date order. Give details of any Education, Technical and Professional Qualifications. Indicate if studies were not full-time, e.g. day release, evening class etc.				
Dates		School, colleges, universities etc. since age 16 name and address	Subjects/Courses taken	Results achieved
From	To			
Month, year	Month, year			
Membership of Professional Bodies. Institution, grade, letters				

Please put your name on any additional sheets that you use

Present Employment (or last employment if you are now unemployed).

Name of employer:

Address:

Post Code

Telephone

Type of Business:

Name and job title of person you report to:

Your job title(s):

Dates

From

To

Number of people reporting to you

How soon could you start?

Present salary

Additional benefits

Please give a brief description of your responsibilities

What are your reasons for leaving or wanting to leave?

Please note that references from previous employers are usually requested after an offer has been made but may be taken up before interview.

May we ask for references?

Previous employment. Please give details, starting with the most recent & working backwards.

Dates		Employer's name, address and nature of business	Position held and summary of responsibilities	Reason for leaving	
From	To				
D	M	Y	D	M	Y

How many days sickness have you had in the last 2 years?			
Do you have any private business commitments or do you intend to continue to work in any other capacity? If YES, please give brief details.			
Do you have or expect to have public service or voluntary commitments? If YES, please give brief details.			
Have you ever been convicted of a criminal offence? (Please refer to the Terms and Conditions Guidelines to see if you need to declare spent as well as unspent convictions) If YES, please give brief details on a separate sheet.			
Are you entitled to work in the UK?	If Yes do you have any restrictions on your entitlement to work in the UK?		
Please give contact details so that we may apply for references in addition to your current or previous employer. These should cover at least the last three years. (Minimum 2 referees).			
<u>Reference 1</u> What is your connection with this person?		<u>Reference 2</u> What is your connection with this person?	
Name		Name	
Address		Address	
Post Code	Telephone	Post Code	Telephone
		May we approach the above individuals now?	
Are you related to any staff or committee member of the Association?			
Are you a resident of the Association?			
I declare that the information that I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed may result in the termination of my employment.			
Signed		Date	
Please ensure that you have signed this form and return it to: careers@saha.org.uk		Thank you for your time and effort in completing this form.	
Confidential Human Resources Salvation Army Housing Association Barber Surgeons Hall 1a Monkwell Square London EC2Y 5BL		Please remember to send with this form: <ul style="list-style-type: none"> • <i>the equal opportunities questionnaire</i> • <i>any additional sheets (with your name on)</i> 	

EQUAL OPPORTUNITIES QUESTIONNAIRE

The Salvation Army Housing Association operates policies designed to ensure that all applicants receive equal treatment, regardless of their ethnic origin, sex or physical disability. To enable the Association to monitor whether its policy is fully carried out, will you please provide the following information. This information will not affect your application, and if you would prefer not to answer the questions this view will be respected.

Post applied for:

What is your date of birth?

My sex is:	Please tick
Female	
Male	

I would describe my ethnic origin as:	Please tick	Ethnic origin refers to a 'racial group' defined by the Race Relations Act 1976 as a group of persons described by reference to colour, race, nationality or ethnic or national origin.
British – Black		
African – Black		
Asian – Black		
SE Asian – Black		
Caribbean – Black		
Other – Black		
British – White		
Irish – White		
European – White		
Other – White		
Other		

Work permit	
Are you required to have a work permit?	Yes/No
Do you have a valid work permit?	Yes/No

Disability	
Do you consider you have a disability?	Yes /No
Are you registered disabled?	Yes /No

Do you need any special facilities to enable you to...		If yes to either question, please specify
Take part in an interview?	Yes /No	
Do the job?	Yes /No	

Where did you see or hear about this job?
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Please return this form with your application