

# Job Application Form

Please be aware that all application forms must be submitted by 5pm on the closing date of the job. We are unable to accept any applications received after this.



## POSITION INFORMATION

Position applied for	
Reference number	
Where did you see the job advertised?	

## PERSONAL INFORMATION

Title	
First name	
Last name	
Middle name	
Address	
Post code	
Preferred telephone number	
Alternative telephone number	
Email address	

## WORKING IN THE UK

Are you eligible to work in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you need a work permit or sponsorship certificate to work in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If Yes, please clarify your status:
Do you require further leave to remain?	<input type="checkbox"/> Yes <input type="checkbox"/> No
National Insurance Number	





## EMPLOYMENT GAPS

Please provide details of any gaps in your employment history – with dates

<b>Dates</b> from: to:	<b>Reasons</b>
<b>Dates</b> from: to:	<b>Reasons</b>
<b>Dates</b> from: to:	<b>Reasons</b>

## REFEREES

### CURRENT REFEREE

Please provide details of your most recent employer or educational institution, from whom we can obtain a current reference.

Referee's name	
Referee's position	
Address (including postcode)	
Email	
Telephone number	
Your relationship to the referee	

### REFEREE FROM PREVIOUS EMPLOYMENT

Referee's name	
Referee's position	
Address (including postcode)	
Email	
Telephone number	
Your relationship to the referee	



**QUALIFICATIONS & TRAINING WITH GRADES OBTAINED (IF APPLICABLE)**

Name of professional body	
Membership grade and number	
Qualifications, academic awards and date obtained	

Name of professional body	
Membership grade and number	
Qualifications, academic awards and date obtained	

**PROFESSIONAL QUALIFICATIONS/REGISTRATIONS (E.G. GSCC, DFES)**

Name of professional body	
Membership grade and number	
Date obtained	

Name of professional body	
Membership grade and number	
Date obtained	

## DECLARATION

### Rehabilitation of Offenders Act 1974

If the job that you are applying for involves working with or has access to children or vulnerable adults or their records, we will require an enhanced Disclosure from the Criminal Records Bureau and need to have information from you regarding any previous, existing or pending convictions or cautions. The advert and/or job description will state that the job is exempt from the Rehabilitation of Offenders Act.

If you are applying for such a job, you are not entitled to withhold information even if you have convictions, which would normally be considered to be "spent".

Please answer Q1 and Q2 below:

Q1. Have you ever been convicted of a criminal offence?  
 Yes  No

Q2. Have you ever been disqualified from working with children or vulnerable adults?  
 Yes  No

If you fail to disclose any criminal convictions or cautions, including those "spent", it could result in withdrawal of the job offer, dismissal or disciplinary action by Homes for Haringey.

You may be asked to provide details to the panel if selected for interview. Possession of a conviction or caution will not necessarily mean that you won't be appointed, each case is considered on its merits.

### Interview Guarantee Scheme

Homes for Haringey offer a guaranteed interview for those candidates who are considered disabled and meet the essential criteria for the job. They will be interviewed alongside other short listed candidates and the final appointment, nevertheless, will be on merit.

The Equality Act 2010 (Disability) Regulations 2010 defines a disability as follows: a person has a disability if she/he has a physical or mental impairment which has a substantial and long-term adverse affect to his/her ability to carry out normal day to day activities.

- Do you wish to take advantage of the Guaranteed Interview Scheme?  
 Yes  No
- Do you require any adjustments to be made in respect of the recruitment process?  
 Yes  No

If yes, please provide further information below:

## Relationships

Are you related to, or have a close personal relationship with any employee of Homes for Haringey or Haringey Council, any Councillor or Homes for Haringey Board Member?

Yes

No

If **YES**, please state their name and the position they hold:

Name:	Position held:
Name:	Position held:

**Canvassing of employees or councillors directly or indirectly will disqualify candidates from appointment.**

## **SUPPORTING STATEMENT AND ACHIEVEMENTS**

Please use this space to tell us how you meet each of the points on the Candidate Specification – you will find it useful to refer to the Guidance Notes to help you complete this part of the form. We need to have this information in order to consider your application.

If you run out of space, please continue on additional sheets, for example using Microsoft Word and submit these as a separate attachment with your application (make sure your name is on all additional sheets).





## Data Protection

Homes for Haringey is under a duty to protect the public funds that it administers and to this end may use the information you have provided in your application within Homes for Haringey for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. I will declare to Homes for Haringey, if appointed, of any intention to carry out work for another employer or on a self employed basis.

Homes for Haringey tries to keep information held about you accurate and up-to-date. However, if you find any inaccuracies you have the right to have them corrected.

I understand that providing misleading or false information/qualifications will disqualify me from appointment or if appointed, may lead to disciplinary action and dismissal.

I authorise Homes for haringey to check the information supplied and hold all such information in both paper and electronic formats.

Homes for Haringey intends to fulfil all its obligations under the Data Protection Act 1998 (the Act). Homes for Haringey will ensure that all the processing of data falling within the scope of the Act is appropriately notified to the Information Commissioner. Individuals whose information is held and processed by Homes for Haringey can be assured the information will be maintained in confidence and treated with all due care.

## Declaration

Signature: <b>or</b> email address:	Date:
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I understand that by providing my name or email address, I confirm that I have read, understood and agreed to the above.

Please submit your application by the closing date to:

**Human Resources  
10<sup>th</sup> Floor  
Alexandra House  
10 Station Road  
Wood Green  
London, N22 7TR**

Or by email to:

**hfhr@homesforharingey.org**