**Teign Housing** A close-up of a logo

Description automatically generated

**Application for Employment**

If you are unable to complete our digital application form via our website, please complete this document and return it to: jobs@teignhousing.co.uk If your application has been successfully shortlisted for interview, we will contact you in due course.

|  |  |
| --- | --- |
| Position Applied for | \* |

**About you**

|  |  |
| --- | --- |
| First Name | **\*** |
| Surname | **\*** |
| Mr / Mrs / Miss / Ms / Mx / Other |  |
| Home Address (including Postcode) | **\*** |
| Home Contact Telephone Number |  |
| Mobile Number | **\*** |
| Email Address | **\*** |
| Can we contact you at work? | Yes ◻ No ◻ |

**Employment History**

Please record all positions held since leaving education **– MOST RECENT FIRST –** including any service in the HM Forces, and account for any breaks in employment. You may continue a separate sheet if necessary.

|  |  |
| --- | --- |
| Name of current/most recent employer | \* |
| Address |  |
| Job Title | \* |
| Date(s) Employment | \* |
| Salary/remuneration details | \* |
| To whom you are responsible |  |
| Brief description of duties | \* |
| Reason for leaving (if applicable) | \* |
| Notice period required (if applicable) |  |

**Previous Work Experience**

|  |  |
| --- | --- |
| Employer Name & Location | **\*** |
| Your Position | **\*** |
| Employment Dates | **\*** |
| Brief description of duties and reason for leaving | **\*** |
| Please account for any gaps in employment | **\*** |

**Education and Training \***

|  |  |  |  |
| --- | --- | --- | --- |
| Date | School / College | | Qualifications |
|  |  | |  |
| **Other Skills & Qualifications**  Which IT packages are you experienced in using? Do you have any other skills, training or knowledge which may be useful, bearing in mind the job brief? Other qualifications e.g. Degree, City & Guilds and/or Postgraduate. | | | |
|  | | | |
| Are you currently studying? | | Yes ◻ No ◻ | |
| If ‘Yes’, please provide details: | |  | |
| Are you a member of a professional organisation? | | Yes ◻ No ◻ | |
| If ‘Yes’, which professional subscriptions do you have and at which level? | |  | |

**Why are you applying for this post?**

Please explain how your skills, experience and aptitudes make you suited for this position and why this job is of interest to you. You may continue a separate sheet if necessary.

|  |
| --- |
| **\*** |

|  |  |
| --- | --- |
| Are there any dates on which you would NOT be available for interview? |  |
| Under the guaranteed interview scheme, disabled people who apply for a post have the assurance that should they meet the minimum criteria for the post, they will be given the opportunity to demonstrate their abilities at the interview stage. Would you like to be considered under the guaranteed interview scheme? | \*  Yes ◻ No ◻ |
| Do you have a disability which will  require special provision at interview stage? | Yes ◻ No ◻  \* |
| Do you hold a valid driving license? | Yes ◻ No ◻ |
| Do you have access to your own vehicle? | Yes ◻ No ◻ |
| Are you known or related to any Director or employee of the Company? (If yes, please give details) | \* |

|  |
| --- |
| **REHABILITATION OF OFFENDERS ACT 1974**  Please give details below of any convictions or charges outstanding of all offences (or alleged offences) including driving offences. If you inadvertently disclose a conviction, which is regarded as “spent”, it will be ignored. |
| \* |
| **ASYLUM AND IMMIGRATION ACT 1996**  Under the terms of the Asylum and Immigration Act 1996 the Association can only employ people who are entitled to work in the UK. In observing this Act the Association will need to see a document which confirms this entitlement before employment starts. It would also be helpful if you confirm entitlement at this stage. |
| **I confirm that I am entitled to work in the UK:**  Yes ◻ No ◻  \* |

**References**

|  |  |
| --- | --- |
| Please give name(s) and addresses of two referees, one of whom should be your present or immediate past employer. References will be taken up for shortlisted candidates only.   * **Please tick the box provided if you do not wish us to contact your referee(s) without specific consent from you.** | |
|  |  |

**Declaration**

|  |  |
| --- | --- |
| I declare that, to the best of my knowledge and belief, the information I have given in applying for employment is true and accurate. I understand that any offer of employment is conditional upon the accuracy of this information. | |
| **Signed** |  |
| **Dated** |  |

|  |
| --- |
| Teign Housing is committed to providing our stakeholders with the highest standards of privacy and data security in accordance with the General Data Protection Regulations (GDPR) and the UK Data Protection Act 2018. The information you provide on this form will be used solely for the purpose of recruitment and selection purposes only. Your personal information will not be shared, processed, or sold to any other third parties unless required by law, and will be securely stored by Teign Housing in line with our Data Retention Policy. For further details about how Teign Housing manage your personal data, to request access to the information we hold about you or to request for your data to be removed, please email your request to dataprotection@teignhousing.co.uk. Alternatively, you can call our Customer First Team on 01626 322722.  To help us ensure our recruitment process is as inclusive and diverse as possible, we kindly invite you to complete our short Equality, Diversity, and Inclusion Monitoring Form linked below. This is entirely optional, and your responses are anonymous and used solely for monitoring purposes, in line with data protection regulations. Thank you  [Equality, Diversity, and Inclusion Monitoring Form](https://forms.office.com/e/MpRytFQLzc). |