

Application Ref: _____

(For Office Use Only)



Solihull Care Housing Association Ltd

Confidential Application For Employment

*If you require this form to be provided in a different format so that you can fill it in more easily, please contact us on 0121 745 4281 or email administrator@scha.org.uk
This will in no way be detrimental to your application.*

Please write clearly, with names and addresses in BLOCK CAPITALS

APPLICATION FOR THE POST OF:-

Section 1 Personal details

Title:		Last Name:			
First Names:					
Address:					
Postcode:					
Daytime Telephone Number:					
Mobile Telephone Number:					
E-mail address:					
Are you eligible to work in the UK?	Yes	☐	No	☐	
Do you own a car which would be available for work if required?	Yes	☐	No	☐	
Do you hold a full UK driving licence?	Yes	☐	No	☐	
If yes, Do you have any current points or convictions etc?	Yes	☐	No	☐	
Details:					
Are you related to a Board Member or Employee of the Association?	Yes	☐	No	☐	
If so, please provide details					
Relationship:					

Section 2 Rehabilitation of Offenders Act

Have you ever been convicted of a criminal offence?

Yes ☐

No ☐

Have you any prosecutions currently pending?

Yes ☐

No ☐

If yes, please give details / dates of offence(s) and sentence:

Section 3 Health

Are you in good health?

YES ☐ No ☐

If currently in employment, how many days of sickness/absence in the past two years?
Comments:-

Days

Section 4 Secondary Education

Date From	Date To	School name/address	Examinations taken and Qualifications Gained (Specify Grades)

Section 5 Further Education and Training

Date From	Date To	University/College	Examinations taken and Qualifications Gained (Specify Grades)

Section 7 Membership of Professional Bodies

Name	Level

Section 8 Employment Record

Please list chronologically, starting with current employer

Present/last employer	
Dates of Employment (From – To)	
Address	
Job Title	
Duties/Responsibilities	
Reason for Leaving	
Notice Period required	
Finishing pay	£ pa

Previous Employment	
---------------------	--

From	To	Employer	Job Title	Reason for Change

Section 9 Relevant skills and experience *(in order for us to decide whether to shortlist you as a potential candidate for interview, it is essential you provide us with sufficient details of any skills and experience which demonstrates how you meet the requirements of this job by reference to the job description and person specification).*

Please continue on a separate sheet if necessary

Section 10 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. (NB. References will only be taken if you receive an offer of employment from us)

Reference 1		Reference 2	
Name:		Name:	
Position (job title):		Position (job title):	
Work Relationship:		Work Relationship:	
Organisation:		Organisation:	
Address:	 	Address:	
Postcode		Postcode	
Telephone N ^o :		Telephone N ^o :	
E-mail:		E-mail:	

Section 11 Declaration

I confirm that the information provided in this application is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

	Signed:		Date:		
--	---------	----------------------	-------	----------------------	--

SCHA Ltd undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998. After initial assessment, SCHA Ltd may keep your details on file pending suitable opportunities that may arise in the future. Please tick if you do not wish us to hold your details. ☐

Section 12 Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained in confidence purely for monitoring purposes.

Application for the post of:

SCHA is striving to be an Equal Opportunities Employer

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented please complete this section of the application form.

Which of the following Ethnic Groups do you belong to?

White British	☐	Asian/Asian British: Other	☐
White Irish	☐	Black/Black British: Caribbean	☐
White other	☐	Black/Black British: African	☐
Mixed: White & Black Caribbean	☐	Black/Black British: Other	☐
Mixed White & Asian	☐	Chinese/Other: Chinese	☐
Mixed: Other	☐	Gypsy/Romany/Irish Traveler	☐
Asian/Asian British: Indian	☐	Refused	☐
Asian/Asian British: Pakistani	☐	If other, please specify:	☐
Asian/Asian British: Bangladeshi	☐		

Religious Beliefs and Sexual Orientation:

Religion	☐	Sexual Orientation	
None	☐	Heterosexual / Straight	☐
Christianity	☐	Gay Woman / lesbian	☐
Buddhism	☐	Gay Man	☐
Hinduism	☐	Bisexual	☐
Judaism	☐	Other	☐
Muslin (Islam)	☐	Prefer not to answer	☐
Sikhism	☐		
Other	☐		
Prefer not to answer	☐		

Section 13 Recruitment Monitoring Form continued

Disability

The Disability Discrimination Act 1995 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities. Giving information about your disabilities or health problems ensures that we take appropriate steps to respond to your application in a fair and equal manner. Describing your disability or ongoing health problems will not preclude you from consideration for a job which you are able; however this information will assist us in deciding what adaption (if any) may be required.

a) Do you consider yourself disabled? Yes ☐ No ☐

b) If yes, please describe the disability. _____

c) Please describe any adaptations you believe that you may need for this job.

d) Please state any assistance you may need in order to attend an interview.

Age Group

16-25	☐	26-35	☐	36-45	☐
46-55	☐	56-65	☐	66-70	☐
Over 70	☐				

Media

Please state where you saw this post advertised