



## Employment Application Form

South Lakes Housing is an Equal Opportunities employer.

All applicants with a disability who meet the minimum criteria for a vacancy will be guaranteed an interview.

### CONFIDENTIAL

Please answer all questions, complete and return the enclosed Diversity Monitoring Form. This will not be used in the selection process. **Please note**, a Curriculum Vitae will only be accepted as an addition to the completed form.

#### Post Details

Post applied for:

#### Personal Details

Surname:

Title (*Mr, Mrs, Miss etc*):

First Name(s):

Address:

Post Code:

Telephone Nos: Home:

Work:

Mobile:

Email Address:

#### Will this be your only employment if successful?

If No, please give details:

#### How did you find out about this job (*eg name of the newspaper or website*)?

#### Current or Last Employment

Employer Name:

Employer Address:

Job Title:

Date Started:

Current Salary:

Notice Required:

Reason for Leaving:

Please give a brief description of duties, responsibilities etc:



**Previous Employment**

Please list in date order, starting with the most recent. Please also explain any gaps in employment.

Date From	Date To	Name/Address of Employer	Job Title	Grade/Salary	Reason for Leaving

**Education**

Please list in date order, starting with the most recent.

School/College/University	Qualifications obtained or to be taken with dates and grades

<b>Professional Qualifications</b>		
<b>Member Body</b>	<b>Type of Membership</b>	<b>Qualifications Gained</b>

**Other Training**  
Please give details of any other relevant training not covered in previous sections (*eg short courses*).

**Details**

**Reason for applying for this job**  
Include details of experience and skills which relate to the requirements of the Job Description and Person Specification.

**Driving Details**

Answer only if driving is a requirement of the post.

Are you in possession of a current driving licence? Yes

Do you have any current endorsements?

If yes, please give details

**If driving is a requirement of the post, please bring your Licence to the interview.**

**Have you any convictions not regarded as 'spent' under the Rehabilitation of Offenders Act 1974?**

If Yes, please describe the offence:

Also, if Yes, please provide the date of conviction: (dd/mm/yyyy)

**Are you related\* to a Board Member or Senior Officer of South Lakes Housing? Yes/No**

*\*related means parent, godparent, partner, child, step-child, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece (failure to disclose may lead to disqualification).*

If Yes, please give brief details:

**Referees**

*Please give the name of two referees, one of which **must** be your current or most recent employer if you are currently unemployed. The choice of the second referee is at your discretion, but must not be one of your relatives, a Board Member or member of the Senior Management Team for South Lakes Housing.*

*If you are an internal candidate, one of your referees should be your Line Manager.*

**Do you give permission for South Lakes Housing to approach the referees prior to the interview?**

Yes/ No

**Referee 1- Current or most recent employer**

Name:

Address:

Post Code:

Email address:

**Referee 2 – Please state relationship:**

Name:

Address:

Post Code:

Email address:

**Declaration**

I declare that to the best of my knowledge the information on this declaration form is true and correct. I understand that if it is found that I have deliberately given false or misleading information I will, if appointed, be dismissed immediately without notice.

Signed\*:

Date:

*\*I agree that by adding my name and submitting this application I am electronically signing the application.*

South Lakes Housing comply with the General Data Protection Regulation 2018. We take our data protection responsibilities seriously and would like to inform you that the personal data we collect on you is stored and deleted in line with the requirements of the GDPR 2018. (Further information is available on our website [www.southlakeshousing.co.uk](http://www.southlakeshousing.co.uk)).

By signing this application form I give my consent to South Lakes Housing storing and processing the data supplied in this application form for the purpose of recruitment and selection.

