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# APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE THIS APPLICATION FORM IN TYPE OR BLACK INK AS IT WILL BE PHOTOCOPIED. MOREOVER, PLEASE USE BLOCK CAPITALS AND CONTINUE ON SEPARATE SHEET(S) IF NECESSARY.

**Post Applied For**:

### SECTION 1: PERSONAL DETAILS

Surname:

Present Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone: (Home) 0 (Work)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Mobile)

Email Address:

Do you hold a valid driving licence? [ ]  No

**SECTION 2: PRESENT EMPLOYMENT**

Job Title: Support Worker Present SalaryDate Started

Name and Address of Employer:

Telephone:

Brief Description of Your Duties and Responsibilities:

To whom do report?: Agency worker

Notice required:

#### SECTION 3: MEDICAL HISTORY AND OTHER DETAILS

Have you had any major recurring illness over the last five years? [ ]  No

If YES, please give brief details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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How many days have you been absent from work due to sickness in the last two years?:

Are there any restrictions on your working in this country? [ ]  No

Do you need a work permit? [ ]  No

Do you have any criminal convictions other than those spent under the Rehabilitation of Offenders Act 1974?

 [ ]  No If YES, please give details:

Applicants for supported services posts are NOT exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Applicants for these posts are not entitled to withhold information about convictions which for other purposes are ‘Spent’ under the provisions of the Act and in the event of employment; any failure to disclose such convictions could result in dismissal or disciplinary action by the Association. Any information given will be completely confidential and will be considered only in relation to the post(s) t which the order applies.

Do you have any convictions to disclose? [ ]  No

If YES, please give details

**Special requirements:** if this position involves the care of children and/or vulnerable adults, employment is dependent on your consent to obtaining a disclosure of criminal records and of the disclosure being acceptable to the organisation.

Are you or have you been a subject of any capability, disciplinary and/or safeguarding issue? [ ]  No

If Yes please give details on a separate sheet.

### SECTION 4: EDUCATION AND QUALIFICATIONS

Please give details of your education and qualifications obtained.

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **School/College/Polytechnic or University** | **Examinations Passed / Qualifications Obtained** |
|  |  |  |  |

Membership of professional bodies (if any) - Please give dates and how obtained.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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#### SECTION 5: EMPLOYMENT HISTORY

Please list your work experience since leaving full time education, starting with the post you held before your present employment. Please continue on a separate sheet if necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Employer’s Name & Address** | **Job Title** | **Salary** | **Reason for Leaving** |
|  |  |  |  |  |  |

#### SECTION 6: RELEVANT EXPERIENCE

Please give details of previous experience you consider relevant to this position. Please state length of such experience.

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| --- |
|  |

#### SECTION 7: INTEREST AND OTHER WORK

Please list any interests you may have and provide details of any public duties currently undertaken or participated (e.g. JP, local councilor). Please give details of any other part time consultancy work or commitments.

#### SECTION 8: REASON FOR APPLYING

Please give reasons for applying for this position and outline the skills experience which, in your view, makes you a particularly suitable candidate. You may continue on a separate sheet.

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#### SECTION 9: REFERENCES

Please give names and addresses of two referees, one of whom must be a current or previous employer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1st Referee** |  |  | **2nd Referee** |  |
| Name:  |  |  | Name:  |  |
| Position:  |  |  | Position:  |  |
| Address:  |  |  | Address: |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Your relationship to referee:  |  |  | Your relationship to referee:  |  |
|  |  |  |  |  |

#### SECTION 10: SUPPLEMENTARY QUESTIONS

Are you related to any Committee Member or employee of Ekaya Housing Association or Happy Nursery Days? [ ]  No

If YES, please give details:

|  |
| --- |
|  |
|  |
|  |

How did you hear about this vacancy?

**SECTION 11: ADDITIONAL INFORMATION**

**Immigration, Asylum and Nationality 2006 Act (“the 2006 Act”) and the Immigration Act 2016 (“the 2016 Act”)**

Ekaya Housing Association has a high commitment towards the diversity of our staff. If you are offered employment with Ekaya Housing Association we are committed to helping you, as far as we can, to comply with any conditions that the law provides for around employment. The Immigration Act 2016 came into force on 12 July 2016. It is an offence for Ekaya Housing Association to employ you if you are not entitled to work in the UK. In order for Ekaya Housing Association to comply with this act, you must produce documents confirming your eligibility, listed by the Home Office, **before** starting work. For more information please see [www.bia.homeoffice.gov.uk](http://www.bia.homeoffice.gov.uk).

**Disclosure of Unspent Convictions**

Any offer of employment is subject to the satisfactory completion of a criminal convictions disclosure form, detailing any unspent convictions. The disclosure of convictions will not automatically lead to the withdrawal of an offer of employment as the relevance and timing of convictions will be considered. The information would be seen by the Human Resources Department and Senior Management Team only.

**Our Privacy Policy**

In accordance with the General Data Protection Regulation (GDPR), Ekaya Housing Association will use your information for the purpose of processing your application for a job. Any personal information you provide in the process of this application is provided in the strictest confidence. For further information on why we process certain data, please read our Privacy Policy which can be found on our website at [www.ekaya.co.uk](http://www.ekaya.co.uk).

#### SECTION 12: DECLARATION

**Data Protection Act 2018**

I confirm that the information set out in this application is, to the best of my knowledge, true and complete in all aspects. I understand that any false statement or information may disqualify me from employment. I agree that Happy Nursery Days / Ekaya Housing Association may apply to my previous employers for references. I understand that should the disclosure or reference not be to the satisfaction of the organisation, any offer of employment may be withdrawn or my employment terminated if I am appointed. I also agree that the application form and Equal opportunities form can be stored and processed in accordance with Ekaya Housing Association’s Data Protection policy.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature by the applicant:  |  |  Date  |  |

Please sign and return completed form to:

By Post: **Human Resources Department**

 Ekaya Housing Association

 145 Stockwell Road,

 London SW9 9TN

OR

By Email: recruitment@ekaya.co.uk

EQUAL OPPORTUNITIES

Ekaya operates an Equal Opportunities policy. To help us monitor the effectiveness of this policy, you are asked to complete this form and return it with your application.

**The information will be separated from your application form as soon as it is received and will not be referred to during the selection process or appointment of this post.**

Name:

Position applied for: Locum Support Worker

**GENDER**

|  |  |  |  |
| --- | --- | --- | --- |
| Male |  | Female | ⌧ |

**ETHNIC GROUP**

|  |  |
| --- | --- |
| **White** | **Asian or Asian British** |
| British |  | Indian |  |
| Irish |  | Pakistani |  |
| European |  | Bangladeshi |  |
| Other |  | Sri-Lankan |  |
| **Mixed** | Chinese |  |
| Black Caribbean & White |  | Vietnamese |  |
| Black African &White |  | Other |  |
| Asian & White |  | **Black or Black British**  |
| Other |  | Caribbean |  |
|  |  | African |  |
|  |  | Other |  |
| **Any other ethnic background** (Please state) |  |

**DISABILITIES**

Do you consider yourself to have a disability? NO 🞎

If so please state the nature of your disability

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| --- |
|  |