



St Martins

more than a home
for the homeless

35 Bishopgate • Norwich • NR1 4AA
Tel: 01603 667706
Email: hradmin@stmartinshousing.org.uk

APPLICATION FOR EMPLOYMENT

PRIVATE AND CONFIDENTIAL

Please answer all relevant questions as fully as possible. Read the accompanying notes before doing so. You may attach additional documents such as a CV but these will not be accepted as a substitute for the application itself. **When complete please return this form to the Administrator, at the above address.**

Post applied for:

Location/establishment:

How did you learn of this vacancy?

PERSONAL DETAILS

| | |
|---|--|
| <p>Title:</p> <p>First Name:</p> <p>Middle Name(s):</p> <p>Surname (Family Name):</p> <p>Current Address:</p> <p>Email Address:</p> | <p>Telephone Number(s):</p> <p>Home:</p> <p>Mobile:</p> <p>Work:</p> <p>National Insurance Number:</p> <p>Do you have a current driving licence?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>May we contact you at work if necessary?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>What dates are you <u>not</u> available for interview:</p> |
|---|--|

PAID EMPLOYMENT HISTORY

Please give details of your current/most recent employer:

| | |
|--|---|
| <p>Name of Employer:</p> <p>Address:</p> | <p>Your Post held:</p> <p>Date of appointment:</p> <p>Date of leaving (if applicable):</p> <p>Reason for leaving: (if applicable)</p> <p>Period of notice required:</p> |
|--|---|

Please give a brief outline of your duties:

PAID EMPLOYMENT HISTORY:

Please begin with your current/most recent employer and give an explanation for any gaps

| Name and address of employer | Post held | Date from/to | Salary on leaving | Reason for leaving |
|------------------------------|-----------|--------------|-------------------|--------------------|
| | | | | |

REFERENCES:

Please give the details of two people who are able to provide a reference for you. One should be your most recent employer or your school or college tutor if you have not been employed. References may be taken up before interview. If you do not wish us to approach these prior to interview, please tick the appropriate white box.

Name: Position:
Address:

Name: Position:
Address:

Telephone:
Email:

Telephone:
Email:

EDUCATIONAL/PROFESSIONAL QUALIFICATIONS (including any current course of study):

| Secondary School/College | Date from/to | Qualifications gained and level | Date(s) | Grade |
|--------------------------|--------------|---------------------------------|---------|-------|
| | | | | |

OTHER RELEVANT TRAINING COMPLETED:

| Organising Body and Title of Course | Brief description of subject | Date(s) |
|-------------------------------------|------------------------------|---------|
| | | |

MEMBERSHIP OF PROFESSIONAL/TECHNICAL BODY:

| Name of Body/Institution | Status of Membership | Date obtained |
|--------------------------|----------------------|---------------|
| | | |

It is the Trust's policy to verify qualifications of all successful job applications and you may be asked at a later stage in the recruitment process for your consent to checks being carried out. In the event of you being successful in your application we will ask for copies of certificates.

VOLUNTARY EXPERIENCE

| Organisation | Date from/to | Type of work/capacity |
|--------------|--------------|-----------------------|
| | | |

ABOUT YOURSELF: Please describe what attracts you to this post. Also describe what particular qualifications, experience and personal qualities you can bring to this post. Say how you meet the essential and desirable criteria in the person specification enclosed. (Please continue on a separate sheet if necessary.)

SPECIFIC NEEDS: Please tell the Trust about any specific arrangements you may require if short listed for interview, such as special parking or a ground floor venue. Please specify:

ADDITIONAL INFORMATION:

Are you related to any Trustee or employee of the Trust?

Yes No

DATA PROTECTION/DECLARATION:

Information from this application may be processed for the purposes registered by the Employer under the Data Protection Act 1998. Applicants have, on written request and the payment of a £10 administration fee, the right of access to personal data held about them. I hereby give St Martins Housing Trust my consent to process the data supplied in this application form for the purpose of recruitment and selection

To the best of my knowledge and belief, the information I have given above is correct.

Note: Any false, incomplete or misleading statements may lead to dismissal.

Signed: _____

Date: _____