



St Martins

more than a home
for the homeless

St Martins House, 120 Thorpe Road, Norwich NR1 1RT

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

Title:

First Name:

Middle Name(s):

Surname (Family Name):

Current Address:

Email Address:

Telephone Number(s):

Home:

Mobile:

Work:

Do you have a current driving licence?

Yes No

May we contact you at work if necessary?

Yes No

What dates are you not available for interview:

PAID EMPLOYMENT HISTORY

Please give details of your current/most recent employer:

Name of Employer:

Address:

Your Post held:

Date of appointment:

Date of leaving (if applicable):

Reason for leaving: (if applicable)

Period of notice required:

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: Postcode:

Email:

Telephone: Postcode:

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 St Martins' 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

THE ROLE: Describe in your own words what you think the job you are applying for involves.

Why do you want to work for St Martins?

How do you meet the criteria we are looking for?

SPECIFIC NEEDS: Please tell us 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 St Martins? Yes No

CRIMINAL CONVICTIONS:

Due to the nature of St Martins' work with vulnerable people, we ask you to disclose all criminal convictions. Employees will go through a Disclosure and Barring Service (DBS) check. Having a criminal conviction will not necessarily mean that you cannot work for St Martins.

Date of conviction(s):

Offence(s):

Sentence (including suspended sentences):

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: _____