



# APPLICATION FOR EMPLOYMENT

Post Title: \_\_\_\_\_

Post Number: \_\_\_\_\_

*To ensure a consistent selection process and an objective comparison of applicants you must complete this form. You will not be considered for the job if you only provide a CV.*

## Data Protection Act 1998

The information you provide in this application form will be entered into a manual filing system and onto a computerised recruitment system and as such is covered by the rules set out in the Data Protection Act 1998. The data will be used to assess your suitability to join North Lincolnshire Homes

## Personal details

Surname: \_\_\_\_\_ Forenames: \_\_\_\_\_

Address: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Post Code: \_\_\_\_\_

Home Telephone No: \_\_\_\_\_ Work Telephone No: \_\_\_\_\_

Mobile No: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

May we call you at work? *(Please tick)*

Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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National Insurance Number *(if known)*: 

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**Present or most recent employment**

Name and address of employer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Title of post: \_\_\_\_\_ Salary or wage: \_\_\_\_\_  
Date appointed: \_\_\_\_\_ Notice required: \_\_\_\_\_  
**OR**  
Date employment ended: \_\_\_\_\_

Summary of main duties and responsibilities:

**Previous employment (including relevant voluntary work)**

Employer/Body	From	To	Job Title	Reason for Leaving

**Education/training/qualifications/certificates**

Schools, colleges and universities attended	From	To	Courses taken and examinations	Date Passed	Grade

**Education and training (continued)**

Professional qualifications and membership of professional institutions (with dates):

Relevant training and how you keep your job skills up to date:

**Experience, skills and abilities**

Please give examples of work and experience that relate to the job description. Explain why you believe you are a good applicant for the post. Our Vision and Values are integral to the organisation and its culture, please ensure that you provide examples of how you meet with the vision and values of our organisation.

**Experience, skills and abilities (continued)**

## References

Please give the names and addresses of two people who have agreed to act as your referees, one of whom **MUST** be your present or most recent employer. We will contact them for a reference which will be their opinion of your ability to carry out the duties of the post.

1 Name: \_\_\_\_\_

Position held: \_\_\_\_\_

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

Post code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Do you agree to this referee being contacted before the interview? *(please tick)*

Yes

No

2. Name: \_\_\_\_\_

Position held: \_\_\_\_\_

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

Post code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Do you agree to this referee being contacted before the interview? *(please tick)*

Yes

No

### Additional information (please tick boxes as appropriate)

Are you related to anyone who works for North Lincolnshire Homes, or is a member of its Board of Management?

Yes

No

If Yes, please give their name(s) and relationship:

Are you a tenant of North Lincolnshire Homes?

Yes

No

Are you entitled to work in the United Kingdom?

Yes

No

Do you require a work permit?

Yes

No

**North Lincolnshire Homes is committed as an employer to the recruitment, employment, retention and career development of all applicants with a disability. As part of that commitment, North Lincolnshire Homes will interview all applicants with a disability who meet the essential criteria for the job.**

If you are asked to come for interview, will you have any special needs? (e.g. sign language, interpreter, access to buildings; or do you need the day, or the time of day to be taken into account)

Yes

No

If yes, please specify your particular need:

## Convictions/disqualifications

North Lincolnshire Homes will make appointments on merit and will focus on applicants' abilities, skills, experience and qualifications. If an applicant has a criminal record, the relevance of any convictions to the particular job will be considered. Having a criminal record will not necessarily prevent an applicant from being offered a job.

Under the Rehabilitation of Offenders Act 1974, a conviction becomes 'spent' (i.e. treated as if it had never occurred) where an individual has not, after a certain period of time, committed another serious offence. Rehabilitation periods depend on the type and length of the conviction. For example:-

<b>Type of conviction</b>	<b>Rehabilitation period</b>
Imprisonment over 30 months	Never 'spent'
Imprisonment for over six months but less than 30 months	Ten years
Fine or sentence not covered by the Act	Five years
Probation	Five years
Conditional discharge	One year

You will be informed if the post for which you are applying is exempt from the Rehabilitation of Offenders Act. If it is exempt, you must provide information about convictions or cautions that would normally be regarded as 'spent' under the Act. Any information that you do give will be treated in strict confidence and will be considered only in connection with an exempted job for which you have applied. If you are not shortlisted the information you have provided will be destroyed.

Please give details and dates of:

a) any convictions (including driving offences):

b) cautions/bindovers:

c) disqualification from the performance of professional duties:

criminal record check will be carried out on successful applicants for certain jobs. This mainly applies to posts that involve contact with vulnerable adults and are considered to be 'exempt' under the Rehabilitation of Offenders Act 1974. The company will obtain a Disclosure via the Criminal Records Bureau (CRB) who will make relevant checks with establishments such as the police, the Department of Health and the Department for Education and Skills. The CRB will request a standard or enhanced disclosure (depending on the nature of the post) for all successful applicants to exempted posts. The information obtained will be kept strictly confidential in accordance with the Code of Practice issued by the CRB.

**Additional employment**

Do you intend to undertake other paid work in addition to this post? <i>(please tick)</i>	Yes	No
If yes, state weekly hours of additional paid work.		

**Return address:**  
Becky Moulds, Human Resources, North Lincolnshire Homes, Meridian House, Normanby Road, Scunthorpe, North Lincolnshire, DN15 8QZ

Or email [becky.moulds@nlhomes.org.uk](mailto:becky.moulds@nlhomes.org.uk)

**Declaration**

**I understand that canvassing Directors or Management Board Members of North Lincolnshire Homes in connection with this appointment, or knowingly failing to disclose a relationship, will disqualify me. I declare that the particulars I have given are true and complete. I accept that any false statement or material omission will normally lead to my being dismissed, if appointed to the post.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If you require an acknowledgement of the receipt of this form, please enclose a stamped, addressed envelope.**

OFFICE USE ONLY		
SHORTLISTED	YES/NO	Reason for decision: .....
INTERVIEW	YES/NO	Reason for decision: .....
OFFER	YES/NO	Reason for decision: .....

# MONITORING OF RECRUITMENT

North Lincolnshire Homes is committed to providing equality of opportunity in its employment procedures and considers all applicants on the basis of their suitability for the post, irrespective of gender, age, responsibility for dependants, creed, race, religion, ethnic origin, sexuality or disability. Please complete this section of the form, which is voluntary, but will be used to monitor the effectiveness of the Equalities and Diversity Policy.

**This form will not be used as part of the selection process**

Title:	Forename(s):	Surname:
Post applied for:	Post number:	

**1. What is your sex?**

Male	<input type="checkbox"/>	
Female	<input type="checkbox"/>	
Prefer not to say	<input type="checkbox"/>	

**2. Date of birth:**

**3. What is your ethnic background?**

**A. White**

British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Other white background <i>(please specify)</i>	<input type="checkbox"/>

.....

**B. Mixed**

White an Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Any other mixed background <i>(please specify)</i>	<input type="checkbox"/>

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**C. Black or Black British**

Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other black background <i>(please specify)</i>	<input type="checkbox"/>

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**D. Asian or Asian background**

Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Any other Asian background <i>(please specify)</i>	<input type="checkbox"/>

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**E. Chinese or other ethnic group**

Chinese	<input type="checkbox"/>
Other <i>(please specify)</i>	<input type="checkbox"/>

.....

**4. Do you have a disability?**

Yes	<input type="checkbox"/>	
No	<input type="checkbox"/>	
Prefer not to say	<input type="checkbox"/>	

**5. What is your sexual orientation?**

Bisexual	<input type="checkbox"/>	
Heterosexual	<input type="checkbox"/>	
Lesbian or gay	<input type="checkbox"/>	
Trans	<input type="checkbox"/>	
Prefer not to say	<input type="checkbox"/>	

**6. What is your religion or belief?**

Buddhist	<input type="checkbox"/>	
Christian	<input type="checkbox"/>	
Hindu	<input type="checkbox"/>	
Jewish	<input type="checkbox"/>	
Muslim	<input type="checkbox"/>	
Sikh	<input type="checkbox"/>	
None	<input type="checkbox"/>	
Prefer not to say	<input type="checkbox"/>	
Other religion <i>(please specify)</i>	<input type="checkbox"/>	

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**7. Where did you see this post advertised?**

NLH Newsletter	<input type="checkbox"/>
Direct Magazine	<input type="checkbox"/>
Job Centre	<input type="checkbox"/>
NLH Website	<input type="checkbox"/>
Jobs Go Public	<input type="checkbox"/>
Other website <i>(please specify below)</i>	<input type="checkbox"/>
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National Newspaper <i>(please specify below)</i>	<input type="checkbox"/>
Local Newspaper <i>(please specify below)</i>	<input type="checkbox"/>
Professional Journal/Publication <i>(please specify below)</i>	<input type="checkbox"/>
Other <i>(please specify below)</i>	<input type="checkbox"/>

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