



## APPLICATION FOR EMPLOYMENT

Position applied for:.....Available to take up employment (date).....

Prepared to work: Full time/Part time/Shift Work.....Date of Application.....

Where did you hear about this vacancy?.....

### Personal Details

Forenames:.....Surname:.....

Address:.....  
..... Postcode:.....

Telephone number:.....Mobile:.....

Email address: .....

Do you require a work permit to work in the UK? Yes/No

If offered this position, would you work in any other capacity? Yes/No

If Yes please give details.....  
.....

### Transport

Do you own your own transport? Yes/No

Do you have a current driving licence? Yes/No If Yes: Provisional/Full

Do you have any current endorsements? Yes/No

If yes, give details.....  
.....

### Qualifications

Education Qualifications (GCSE's).....  
.....  
.....

Further Education Qualifications (A Levels/BTEC/Vocational/Degree).....  
.....  
.....

Other Qualifications .....

## Previous Employment

Previous employment history, (please include details of your most recent employment here and use the space overleaf to give other employment history. We require the past 5 years employment/educational history. References will be taken up if you are called for an interview. We also reserve the right to take up employment references from any previous employer.

Present/previous Employment .....

Address: .....

..... Postcode .....

Telephone Number ..... Job Title .....

Nature of business:.....Dates from..... To.....

Reason for leaving .....

Previous Employment .....

Address: .....

..... Postcode .....

Telephone Number ..... Job Title .....

Nature of business:.....Dates from..... To.....

Reason for leaving .....

Previous Employment .....

Address: .....

..... Postcode .....

Telephone Number ..... Job Title .....

Nature of business:.....Dates from..... To.....

Reason for leaving .....

## About You

What are your interests and hobbies?.....

.....

Are you aware of your responsibility for Health and Safety at work? Yes/No

Give a brief description of the H&S standards you would see as your responsibility .....

.....

.....

.....

Please use this space below to write in your own words why you should be considered for this position.

## REHABILITATION OF OFFENDERS ACT 1974

As East View Housing meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, or final warnings, as well as convictions. In the event of employment, any failure to disclose such convictions could result in disciplinary actions by the Company and possible dismissal.

I accept that I will be asked to apply for an 'Enhanced Disclosure' from the DBS and I agree to do so.

Have you ever been convicted of a criminal offence or received a caution, reprimand or warning?

.....

Are you currently part of an ongoing investigation either voluntary or under caution?

.....

I understand that making a false statement regarding offences may make me liable to prosecution for obtaining pecuniary advantage by false pretences.

## REFERENCES

It is standard practice to request the applicant for two **PROFESSIONAL** referees of which one must be your present/previous employer, the other may be another professional body.  
(These are not to be friends or family)

Name .....

Address .....

.....

.....

Occupation .....

Telephone Number: .....

Email Address.....

Name .....

Address .....

.....

.....

Occupation .....

Telephone Number .....

Email Address.....

## DECLARATION

I confirm that the above statements are true and correct and understand that any misrepresentation will invalidate my application and, if employed, could lead to dismissal. I am prepared to undergo a medical examination if required as well as provide a D.B.S. I confirm to the best of my knowledge there are no reasons, which would prevent me from undertaking duties of the post.

**Signed** .....

**Date** .....

**Please return this form to:**

East View Housing Management Limited, 1A Amherst Road, Bexhill on Sea, East Sussex, TN40 1QH