

REFERENCE NO.



Position Applied For

Where did you see this position advertised?

Personal Details

Title		Surname	
Address		First Name/s	
		Home No.	
		Work No.	
Postcode		May we contact you at work?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Date of Birth		Do you have a current driving licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you currently have any endorsements? YES <input type="checkbox"/> NO <input type="checkbox"/>		If yes give details	

References

Details of References: (one of whom must be your present/last employer):

Name		Name	
Title		Title	
Address		Address	
Telephone No.		Telephone No.	
Relationship to Candidate		Relationship to Candidate	

Public Duties

Do you undertake any public duties? (ie JP, Councillor, etc) If so, please give details.

FHA Staff Relatives

Are you related to any employee or committee member at FHA? If so, please give details.

Information in Support of your Application cont

REFERENCE NO.



Family Housing Association (Birmingham) Ltd
Bordesley House, 44/46 Coventry Road, Birmingham B10 0RX
Tel 0121 766 1100 Fax 0121 766 1180
Email jobs@family-housing.co.uk

Education and Training

Secondary Education

Name of School/College & Address	From	To	Qualifications/Subjects/Grades

Further Education

University/College & Address	From	To	Qualifications/Subjects/Grades

Professional Training (include dates and duration of course)

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Membership of Professional Bodies

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Current Employment

Name and Address of Present or Most Recent Employer	From	To	Job Title & Duties	Salary

Please state your reason for leaving or wanting to leave your present or most recent employment

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Previous Employment

Please ensure that any gaps in employment are accounted for (e.g. continuing education, unemployment etc).

Name and Address of Previous Employer	From	To	Job Title & Duties	Reason for Leaving

Information in Support of your Application

This is the most important part of the application form. First read the person specification thoroughly. Then explain for each criteria, how your skills, experience and abilities fit this post.

The information you write in this section will be used to consider whether you will be interviewed for this job, therefore it is important that you complete this section. No more than two additional sheets of A4 to be attached.

FOR FURTHER WRITING SPACE PLEASE TURN OVER

Equal Opportunity

Family Housing Association operates an Equal Opportunities Policy to ensure that all applicants are appointed on the basis of their suitability for the job, regardless of race, colour, religion, sex, marital status, disability, HIV status, sexual orientation and age. Please help us to monitor our policy by completing the following.

Please tick ethnic origin by your definition:

Black:	Asian / SE Asian	<input type="checkbox"/>	White	British / European / Other	<input type="checkbox"/>
	African / Caribbean	<input type="checkbox"/>		Irish	<input type="checkbox"/>
	British / European / Other	<input type="checkbox"/>			<input type="checkbox"/>
Other:		<input type="checkbox"/>	Mixed:		<input type="checkbox"/>

Health

Disability:

Do you consider yourself disabled? YES NO IF YES, please state briefly the nature of your disability:

If YES, please give details of any special arrangements you may need us to make if you are shortlisted for interview:

Sickness:

Please indicate the reasons for absence from work due to illness of 7 days or more in the last 24 months;

Number of days sickness in the last 24 months: Number of periods of sickness:

Medical Examination:

Are you prepared to undergo a medical examination? YES NO

Convictions

Family Housing Association is always willing to accept applications from ex-offenders and convictions which are not relevant to the job will not be taken into consideration, however we do ask you to disclose any 'unspent' convictions.

Have you ever been convicted of a criminal offence? YES NO If your conviction is spent you may answer NO

If you answered YES, please give details:

Do you require a permit to work in the UK? YES NO

I confirm that the information I have given is to the best of my knowledge true and complete.

Signature

<input type="text"/>

Date

<input type="text"/>
