



APPLYING FOR A POSITION WITH PENNINE HOUSING 2000 LTD

Thank you for showing an interest in a position with our Company.

Please read these notes **before** completing your application form.

Selection for interview will depend solely on the information contained in the application form.

We welcome your application if you meet all the **ESSENTIAL** requirements identified in the Person Specification. Anyone without these cannot be shortlisted. To avoid unnecessary work and disappointment, you should not apply if you do not meet these requirements.

Your application will be considered on its merits and will be assessed against the criteria specified in the Personnel Specification. It is our policy to check all qualifications stated prior to appointment, at interview stage. **Please note** you will be required to provide originals of all examination qualification certificates.

All sections of this form should be completed as clearly and fully as possible. Applications will not be considered if they are submitted in the form of a C.V.

If you do not have enough space to give full responses to the questions, please use a continuation sheet and attach firmly to the back of the application form.

If you have a disability and can demonstrate that you fulfil all essential criteria on the person specification you will be guaranteed an interview.

Please return this form to:

**Human Resources Section
Pennine Housing 2000 Ltd
Bull Green House
Bull Green
Halifax HX1 2EB**

EQUAL OPPORTUNITIES MONITORING FORM

Please note this information is for monitoring purposes only and will not be used during the recruitment process.

Post applied for: _____ (HR use only: Ref _____)

My gender is: Female/Male

My age is: _____

Do you have a disability? Yes/No

I would describe my ethnic group as: (Choose one option only)

White

British Irish Other

Mixed

White & Black Caribbean White & Black African
 White & Asian Other

Asian

Indian Pakistani
 Bangladeshi Other

Black

Caribbean African Other
 Chinese
 Other

Religion

Prefer not to answer
 Christian Jewish Muslim
 Buddhist Hindu Sikh
 No religion Other _____

Sexual Orientation

Prefer not to answer
 Heterosexual Lesbian Gay man
 Bisexual Trans-sexual

How did you become aware of this vacancy?

Newspaper/ publication (please state which)
On the internet (please state which site)
Job Centre
From a staff member
Other (please state)

PLEASE STATE POST APPLIED FOR: _____ (HR use only: Ref _____
Date received _____)

1. Personal Details

Surname:

First names:

Title:

Address:

Post Code:

Daytime phone number:

Mobile/home telephone number:

2. Education and Training

Secondary Education

(Please note you will be required to provide evidence of any qualifications stated if you are invited to interview.)

Schools attended	Qualifications Attained (state subject and GCSE or AS/ A Level)	Grade

Further Education

(Please note you will be required to provide evidence of any qualifications stated if you are invited to interview.)

Colleges/Universities Attended	Qualifications Attained (state subject and type)	Grade

Membership of Professional or Technical Bodies –

(Please note that you will be required to provide evidence of any membership of Professional or Technical Bodies stated if you are invited to interview)

Institute or Association	How obtained (e.g. Examination/Election)	Grade of Membership obtained	Still valid YES/NO

Other Training Courses Undertaken – Further relevant specialist training, short courses, in house training etc

Course	Additional information

3. Present or most recent employment, including voluntary work

Job Title:

Start date:

Employers/Company Name:

Address:

Salary:

Date of leaving:

Role and responsibilities:

Please give details of any voluntary work carried out, include dates, role and responsibilities:

4. Previous Employment

Please list in date order - most recent first:

From	To	Job Title	Employers Name and Address	Reason for leaving

Please give details of any gaps in employment history, include dates and reasons why.

5. Driving Details

Please circle

Do you hold a current full UK driving licence?

YES / NO

Do you have access to a vehicle for work purposes?

YES / NO

Do you have any current driving endorsements/penalty points on your driving licence?

If yes, please give full details

YES / NO

6. Knowledge, Skills and Experience

Please provide information that will support your application further – give your reasons for applying for this position. Summarise how your background and experience, either in paid employment, voluntary work and/or community activities, matches the requirements of the candidate specification.

7. References

Unless stated otherwise by a candidate (below), it is the policy of Pennine Housing 2000 Ltd to obtain references in support of applications prior to interview. Please give the names and addresses of two referees.

1st Referee – Where possible, must be CURRENT or MAJOR employer from the last three years

Name:	
Position:	Company:
Address:	
	Telephone Number:
	Email address:
Postcode:	
Please confirm if we may contact for a reference prior to interview –	
YES / NO	

2nd Referee – May be an employer or character reference, but not a relative. Ideally, this should not be from the same company as the first referee.

Name:	
Position:	Company:
Address:	
	Telephone Number:
	Email address:
Postcode:	
Please confirm if we may contact for a reference prior to interview –	
YES / NO	

8. Health

Please confirm all dates of sickness/absence for the last three years.

Date from	Date to	Reason

9. Disability

Please circle

Do you have a disability?
If YES, please give further details

YES / NO

Please state any special requirements, aid(s) or adjustments that would be required for interview, or if appointed.

10. Eligibility to work in the UK

Are you able to demonstrate eligibility to work in the UK?
If you are invited to interview we will ask to see evidence of your eligibility to work in the UK (e.g. passport, National Insurance card, work permit).

YES / NO

11. Criminal Offences/ Records

PLEASE DECLARE ANY CURRENT OR PREVIOUS CONVICTIONS. 'Spent' convictions must be disclosed in application for posts where Rehabilitation of Offenders Act 1974 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 2002 requires such disclosure. Existence of a criminal record does not specifically debar you from employment.

Please note: Successful applicants who are offered employment may be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed.

12. Declaration

In line with Schedule 1 of the Housing Act 1996, please declare if you have been a PennineHousing Board Member or employee in the last two years?

YES / NO

Are you a close relative of a Pennine Housing Employee or Board Member?
(Definition of a "close relative" is someone's husband, wife, partner, parents, grandparent, children, grandchildren, brothers or sisters. Similar relations by marriage also count as "close").

YES / NO

Have you previously worked for or with Pennine Housing 2000 / Green Vale Homes/ Transpennine Housing in any capacity (including through an agency or contractor)?

YES / NO

I consent to the use of the information contained within this application form during the recruitment process. I understand that if any of the information given is found to be inaccurate or misleading in any way, Pennine Housing 2000 Ltd reserve the right to withdraw any offer of employment, or to terminate any employment already commenced with immediate effect.

Signature _____ Date: _____

For HR use only:

Shortlisted Yes/No **Appointed** Yes/No **Decline Code:**