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| **APPLICATION FOR EMPLOYMENT POST:** | | |
| **CLOSING DATE: REFERENCE NO:** | | |
| **Section 1 – Personal Details** | | |
| **Personal Details** | **Address Details** | |
| **Title:** | **Number/Street:** | |
| **Forename:** | **Post Town:** | |
| **Forename 2:** | **County:** | |
| **Preferred Name:** | **Post Code:** | |
| **Surname:** | **Address Type (home/other):** | |
| **Email Address:** | **Is this your mailing address? :** | |
| **National Insurance No:** |  | |
|  | | | |
| **Contact Details** | | | |
| **Home Telephone No:** | |  | |
| **Mobile Telephone No:** | |  | |
| **Email Address:** | |  | |
|  | | |
| **Driving Details (please tick)** | | |
| **Do you have a full,**  **current driving licence? :**    **Yes**  **No** | **Do you have access to a car/are able to fulfil mobility requirements of post? :**  **Yes**  **No** | |
|  | | |
| **Interview Adjustments** | | |
| **Do you need any reasonable adjustments/arrangements at interview? :**  **Yes**  **No**  **If yes, please provide details? :** | | |
| **Eligibility to Work in ROI** | | |
| **Do you require a permit/visa to work in ROI ?** | **Yes** **No** | |
| **If yes, do you hold a permit/visa to work in ROI?** | **Yes** **No** | |
| **If yes: Please state start/end dates and any restrictions that apply:** | | |

**Section 2 – Education and Qualifications**

**Please provide evidence of qualifications outlined in the Essential/Desirable Criteria on the Person Specification**

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| **Qualification Level** | **Grade** | **Subject** |
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**Continue on a separate sheet if necessary**

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| **Professional Qualifications**  **Please provide evidence of qualifications if required as part of the essential criteria for the job.** | | | | | | |
| **Membership Body** | **Membership Number** | | **Membership Level** | **Start Date** | | **End Date** |
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| **For Care Positions Only** |  | |  |  | |  |
|  | **Renewal Date:** | | **NISCC**  **Registration Number :** | **Renewal Date:** | | |
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| **Training**  **Please detail any relevant training courses you have attended and include the date the course was completed** | | | | | | |
| **Training Course:** | | | | **Date:** | | |
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| **Section 3 – Employment History**  **Are you currently employed? : Yes No**  **Please provide details of employment\* starting with your present or most recent job.**  **Please include periods of unemployment, unpaid placements and voluntary work.** | | | | | | | |
| **Employment Details (past 10 years or 6 posts whichever is greater\*)** | | | | | | |
| **Company Name:** | |  | | | | |
| **Number/ Street:** | |  | | | | |
| **Local Area:** | |  | | | | |
| **Post Town:** | |  | | | | |
| **Country:** | |  | | | | |
| **Post Code:** | |  | | | | |
| **Job Title:** | |  | | | | |
| **Employment Start Date:** | |  | | | | |
| **Employment End Date:** | |  | | | | |
| **Outline of Duties:** | |  | | | | |
| **Salary:** | |  | | | **Date Salary Commenced:** | |
| **Reason for Leaving:** | |  | | | | |
| **Notice Period if Applicable:** | |  | | | | |

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| --- | --- |
| **Company Name:** |  |
| **Number/ Street:** |  |
| **Local Area:** |  |
| **Post Town:** |  |
| **Country:** |  |
| **Post Code:** |  |
| **Job Title:** |  |
| **Employment Start Date:** |  |
| **Employment End Date:** |  |
| **Outline of Duties:** |  |
| **Salary:** |  |
| **Reason for Leaving:** |  |
| **Notice Period if Applicable:** |  |
| **Company Name:** |  | |
| **Number/ Street:** |  | |
| **Local Area:** |  | |
| **Post Town:** |  | |
| **Country:** |  | |
| **Post Code:** |  | |
| **Job Title:** |  | |
| **Employment Start Date:** |  | |
| **Employment End Date:** |  | |
| **Outline of Duties:** |  | |
| **Salary:** |  | |
| **Reason for Leaving:** |  | |
| **Notice Period if Applicable:** |  | |

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| **Company Name:** |  |
| **Number/ Street:** |  |
| **Local Area:** |  |
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| **Post Code:** |  |
| **Job Title:** |  |
| **Employment Start Date:** |  |
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| **Outline of Duties:** |  |
| **Salary:** |  |
| **Reason for Leaving:** |  |
| **Notice Period if Applicable:** |  |

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| **Company Name:** |  |
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| **Local Area:** |  |
| **Post Town:** |  |
| **Country:** |  |
| **Post Code:** |  |
| **Job Title:** |  |
| **Employment Start Date:** |  |
| **Employment End Date:** |  |
| **Outline of Duties:** |  |
| **Salary:** |  |
| **Reason for Leaving:** |  |
| **Notice Period if Applicable:** |  |

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| --- | --- |
| **Company Name:** |  |
| **Number/ Street:** |  |
| **Local Area:** |  |
| **Post Town:** |  |
| **Country:** |  |
| **Post Code:** |  |
| **Job Title:** |  |
| **Employment Start Date:** |  |
| **Employment End Date:** |  |
| **Outline of Duties:** |  |
| **Salary:** |  |
| **Reason for Leaving:** |  |
| **Notice Period if Applicable:** |  |

**(Please continue on another page if necessary)**

**Section 4 - Information for Shortlisting**

In this section we would like you to provide information which will aid the short-listing process. In each of the following pages please state how you meet the particular experience, understanding, knowledge and qualities sought. Give examples and specify as appropriate. Please ensure this section of the form is completed fully and thoroughly to aid selection decision making.

|  |
| --- |
| **Essential Criteria** |
| **Please refer to the personnel specification and provide details of how you meet it:**  **Continuation sheets may not be used.** |

Please specify how you met any of the desirable criteria set out in the person specification.

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| **Desirable Criteria** |
| **In this section we would like you to provide information which will aid the shortlisting process. Please state how you meet the particular experience, understanding, knowledge and qualities sought. Give examples and specify dates as appropriate. Please ensure this section of the form is completed fully and thoroughly to aid selection decision making.** |
| **Continuation sheets may not be used.** |

**Section 5 – Referees**

Please give the full names and addresses of 2 referees one of whom should be your **present or most recent employer**. References from relatives will **not** be accepted.

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| **Referee 1:** | |
| **Referee Name:** |  |
| **Referee Job Title:** |  |
| **Reference Type:** | **Character Business** |
| **Number/Street:** |  |
| **Local Area:** |  |
| **Post Town:** |  |
| **Post Code:** |  |
| **Country:** |  |
| **Referee Contact Number:** |  |
| **Referee Email Address:** |  |
| **May we contact prior to interview?** | **Yes No** |
| **Referee 2:** | |
| **Referee Name:** |  |
| **Referee Job Title:** |  |
| **Reference Type:** | **Character Business** |
| **Number/Street:** |  |
| **Local Area:** |  |
| **Post Town:** |  |
| **Post Code:** |  |
| **Country:** |  |
| **Referee Contact Number:** |  |
| **Referee Email Address:** |  |
| **May we contact prior to interview?** | **Yes No** |
| **Referee 3:** | |
| **Referee Name:** |  |
| **Referee Job Title:** |  |
| **Reference Type:** | **Character Business** |
| **Number/Street:** |  |
| **Local Area:** |  |
| **Post Town:** |  |
| **Post Code:** |  |
| **Country:** |  |
| **Referee Contact Number:** |  |
| **Referee Email Address:** |  |
| **May we contact prior to interview?** | **Yes No** |

**Section 6 – Additional Information**

Due to the nature of the work you are applying for, you must disclose ALL criminal convictions and cautions that are not ‘protected’. In addition, if you have any charges outstanding this information must also be declared.

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| **Rehabilitation of Offenders (please tick P):** | | | | |
| Have you ever been convicted of a criminal offence that is not “protected”? Are there any charges outstanding?  If you have selected yes, and are successful at interview, you will be required to fill in a Confidential Enquiry Form. | **YES** | |  | | --- | |  | | **NO** | |  | | --- | |  | |

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| **Article 31 (please tick P):** | | | | |
| Are you a previous employee? | **YES** | |  | | --- | |  | | **NO** | |  | | --- | |  | |
| Are you related to any employee or Board Member of Fold? | **YES** | |  | | --- | |  | | **NO** | |  | | --- | |  | |
| Do you or any member of your family have any connections/contracts with Fold | **YES** | |  | | --- | |  | | **NO** | |  | | --- | |  | |
| If Yes to any of the above, please state details: | | | | |
| Name: Declaration Reason:  Location: Dates: | | | | |

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| --- | --- |
| **How did you find out about this vacancy? (Please tick)** | |
| **FOLD Housing Website** |  |
| **Activelink** | **(Local Paper –Please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)** |
|  | **Other** |

Note: The Association reserves the right only to shortlist for interview on the basis of information supplied on this application form. Your application will be held in a manual filing system for three years following the closing date for applications. After this period your file will be destroyed in accordance with FOLD’s retention policy.

**Warning: By completing and signing (or electronically submitting) this application form you are consenting to the information being held on you as outlined above. This information will not be disclosed to a third party unless we are required to do so under law.**

**Any applicant found to have knowingly given false or inaccurate information or to have wilfully failed to disclose any relevant fact, will be excluded from the recruitment process or may be dismissed if appointed. Canvassing will disqualify.**

**Declaration**

I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.

I have read and understood the requirements and particulars of the appointment which have been supplied to me. I further understand that the job offer may be subject to the satisfactory outcome of references and/or a pre-employment health assessment and I consent to my doctor being approached for further information, including medical reports if the employer considers it necessary.

**Disclosure Certificate**

I further understand that the job offer may be subject to a Disclosure check carried out by Access NI, and I am aware that all spent convictions **must** be disclosed. I declare that the information I have given is accurate and I consent to the check being made.

|  |
| --- |
| * **I have** **read and understood the declaration.** * **I agree that information provided is accurate.** |

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FOLD HOUSING ASSOCIATION (HEREINAFTER REFERRED TO AS FOLD)**

**COMPANY OBJECTIVE**

FOLD is an Equal Opportunity Employer. FOLD will not unlawfully discriminate either directly or indirectly, or victimise on any of the grounds listed. FOLD is committed to the provision of a harmonious working environment and the operation of fairness and equality at work, for those seeking work and in the services it provides. FOLD is committed to providing equality of opportunity to all candidates.

FOLD is committed to ensuring that the talents and resources of all our employees are utilised to the full. We will not discriminate unfairly against any individual in matters of recruitment or selection for any position, promotion, development or training, irrespective of: gender, marital or family status; race, ethnicity or colour; disability; religious or political opinion; sexual orientation; nationality or age.

To achieve our objective FOLD will pursue, recognise and ensure compliance with its legal obligations under the Fair Employment and Treatment (N.I.) Order 1988 and all other legislation. In addition to the above FOLD will recognise its moral and social obligations to promote equality of opportunities within the communities in which it operates.

FOLD has established policies and procedures designed to promote equality of opportunity. These will be periodically reviewed to ensure that individuals continue to be selected, promoted or treated solely on the basis of merit and in accordance with the requirements of the job and the individual’s suitability to fill it.

FOLD provides facilities for any employee who believes that he or she has been treated unfairly within the scope of this policy to raise the matter through the normal grievance procedure.

**RESPONSIBILITIES**

The Chief Executive has a specific responsibility for the effective implementation of this policy. Each Director and Manager also have responsibilities and we expect all of our employees to abide by the policy and help create the equality environment which is its objective.

FOLD does not permit the display of flags, emblems, posters or other similar material, or the circulation of literature which may give offence or cause apprehension amongst particular groups of employees. Any attempt to display such will be regarded as serious misconduct and will result in disciplinary action.

**FAILURE TO COMPLY**

# Failure to comply with the policy will be regarded as serious misconduct which may lead to disciplinary action.