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| --- |
| **Vacancy Details:** |
| Job Title |  |

**Application for Employment**

Please complete all sections of the application form as the information provided on this form will be used as part of the selection process.

**Personal Details**

|  |  |  |
| --- | --- | --- |
| Title | Surname / Family Name | First Name (s) |
|  |  |  |
| Home Address |
|  | Post Code |
|  |
| Preferred Contact Number | Other Contact Number | Email Address |
|  |  |  |
| Nationality (applicable to all applicants) | Are you eligible to work in the UK? |
|  | Yes [ ]  No [ ]  Further information about what documents are required of proof of eligibility can be provided on request.  |

|  |  |
| --- | --- |
| How much notice is required by your present employer? |  |
| Where did you see this vacancy advertised?  |  |

**Curriculum Vitae**

Have you attached your Curriculum Vitae to this application?

Yes [ ]  No [ ]

**References**

Please give below the names and addresses of people to whom we may apply for information about your work, experience and attendance record and indicate your relationship to the referee (please refer to the job related information to confirm the number of referees required for this vacancy). One referee must be your most recent or current employer (if previously employed). If you have just left school/college, you may supply details of your Head Teacher/Principal.

|  |  |  |
| --- | --- | --- |
| 1. Most recent/current Employer: | 2. Relationship: | 3. Relationship: |
| Name |  | Name |  | Name |  |
| Address |  | Address |  | Address |  |
| Post code |  | Post code |  | Post code |  |
| Phone |  | Phone |  | Phone |  |
| Mobile |  | Mobile |  | Mobile |  |
| Email |  | Email |  | Email |  |
| Can we contact this referee before interview? | Yes [ ]  No [ ]   | Can we contact this referee before interview? | Yes [ ]  No [ ]   | Can we contact this referee before interview? | Yes [ ]  No [ ]   |

If you are offered a position, please note it is policy that any written offer of employment will be subject to receipt of satisfactory references, at least until the most current employer reference is received and deemed satisfactory.

|  |  |
| --- | --- |
| If any referee knows you by a different surname please give details |  |

**Disclosure of criminal convictions**

To apply for a job at LLHS you must tell us about any unspent criminal convictions you have.

When applying for certain jobs, you will also need to declare spent criminal convictions, pending charges/current police investigations, bind overs, warnings and cautions or reprimands. (See item 2 below)

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

If you disclose a conviction, it doesn’t necessarily mean that we will not consider and appoint you. Our main consideration will be whether the offence would make you unsuitable for the type of work you are applying for.

1. Please read carefully the notes in this section and enter any unspent convictions below.
2. Certain jobs are exempt from the Rehabilitation of Offenders Act 1974. This means that you must also state ‘spent’ criminal convictions, pending charges/current police investigations, bind overs, warnings and cautions or reprimands if you are applying for a job where there is likely be regular contact with under 18 year olds and other vulnerable groups. There may be other specified jobs that are also exempt from the Act – where this is applicable it will be indicated in the job advert and/or the accompanying recruitment information. A Disclosure and Barring Service disclosure will be required for all these posts that fall into this category where an applicant is offered the position.

Do you have any criminal convictions to declare? Yes [ ]  No [ ]

If **yes**, please complete the section below:

|  |  |  |
| --- | --- | --- |
| Offence | Date of Conviction | Sentence |
|  |  |  |
|  |  |  |

Further information in relation to any conviction may be required at interview.

I certify that the above information (and any further information enclosed) is correct and I agree that LLHS may take reasonable steps to verify this information (e.g. by obtaining proof of qualifications).
I understand that LLHS will process and retain the personal information contained on this form for
purposes connected with my application or my health and safety while on the premises, my employment record if appointed, and any statistical analysis.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date Completed |  |

You have the right under data protection legislation to a copy of information held about you (the right of ‘subject access’). You can obtain this information by writing to: *The Black Horse, 21 North Street, Leighton Buzzard, LU7 1EQ*

|  |  |
| --- | --- |
|  | Please ensure that you return the completed application form including the attached Equal Opportunities monitoring form (which must have your date of birth completed in order that your application can be progressed) to The Black Horse, 21 North Street, Leighton Buzzard, LU7 1EQPlease now complete the **Equality Opportunities Form** in the section below. |

**Equal Opportunities Form**

Leighton Linslade Homeless Service is an equal opportunities employer.

We have an equal opportunities policy, the aim of which is to ensure that no job applicant receives less favourable treatment on irrelevant grounds (e.g. sex, race, colour, ethnic or national origins, age, disability, religious, sexual orientation or marital status), nor is disadvantaged by conditions or requirements which cannot be shown to be justified and relevant to the job.

In order to ensure that this policy is carried out, it is necessary for us to have some means of monitoring our recruitment and selection activity. Only by such measures will we be able to identify potential sources of discrimination and take remedial action. For this reason alone we would be most grateful if you would answer the following questions.

On receipt, the monitoring form will be separated from the application form and securely stored. It will be treated as strictly confidential and will be used for statistical monitoring only. To carry out this approach we need your assistance and would be grateful if you would provide the information requested; none of this information will be seen or used during the selection process.

**Section 1**

|  |  |  |
| --- | --- | --- |
| Date of Birth | Family Name or Last Name | First Name (s) |
|  |  |  |
| This information must be provided to carry out our administration procedures; however it will not be used during selection processes. |

**Section 2**

|  |
| --- |
| Please select one of each of the following sections which best describes you |
| Gender | Disability:Do you consider yourself disabled? | Yes [ ]  No [ ]  I prefer not to say [ ]  |
| Male [ ]   | Female [ ]  |
| Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities. |

**Section 3**

|  |
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| **Religion or belief** (Please describe your religion or belief) |
| No religion | [ ]  | Christian – Church of Ireland | [ ]  | Sikh | [ ]  |
| Buddhist | [ ]  | Christian – Methodist Church in Ireland | [ ]  | Spiritual | [ ]  |
| Christian | [ ]  | Christian – OtherDenomination | [ ]  | Other religion or belief – please state (optional) |
| Christian – Church of Scotland | [ ]  | Hindu | [ ]  |  |
| Christian – Roman Catholic | [ ]  | Jewish | [ ]  |
| Christian – Presbyterian Church in Ireland | [ ]  | Muslim | [ ]  | I prefer not to say | [ ]  |

**Section 4**

|  |
| --- |
| **Ethnic Origin** |
|

|  |  |
| --- | --- |
| White British | [ ]  |
| White English | [ ]  |
| White Irish | [ ]  |
| White Scottish | [ ]  |
| White Welsh | [ ]  |
| Irish Traveller | [ ]  |
| Other White background | [ ]  |
|  |  |
| Not Known | [ ]  |
| I prefer not to say | [ ]  |

|  |  |
| --- | --- |
| Asian or Asian British –Bangladeshi | [ ]  |
| Asian or Asian British -Chinese | [ ]  |
| Asian or Asian British –Indian | [ ]  |
| Asian or Asian British -Pakistani | [ ]  |
| Other Asian Background | [ ]  |
|  |
| Black or Black British -African | [ ]  |
| Black or Black British -Caribbean | [ ]  |
| Other Black background | [ ]  |

|  |  |
| --- | --- |
| Mixed – White & Asian | [ ]  |
| Mixed – White & BlackAfrican | [ ]  |
| Mixed – White & BlackCaribbean | [ ]  |
| Other Mixed background | [ ]  |
|  |  |
| Arab | [ ]  |
| Gypsy or Traveller | [ ]  |
| Other Ethnic Group | [ ]  |

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**Section 5**

|  |
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| **Sexual Orientation**  (Please describe your sexual orientation) |
| Towards people of a different sex (straight) | [ ]  | Towards men of the same sex (gay) | [ ]  | Towards women of the same sex (lesbian) | [ ]  | Towards people of both sexes (bisexual) | [ ]  | Other (e.g. asexual) | [ ]  | I prefer not to say | [ ]  |