

Candidate Number:

(Office Use Only)

**PROSPECT HOUSING AND SUPPORT SERVICES.**

**Application for position of .....**

Please complete this form in type or dark ink in legible handwriting as it will be photocopied. Please sign the application form on the final page and send it, together with the requested enclosure(s) to:

Prospect Housing and Support Services  
Hethersett Centre, RNIB College  
Philanthropic Road  
Redhill, Surrey  
RH1 4DG

Please note if your application is not fully completed and legible it will not be shortlisted for interview.

**PERSONAL DETAILS:**

|                         |                                      |         |
|-------------------------|--------------------------------------|---------|
| First Name:             | Home Telephone No.:                  |         |
| Surname:                | Work/Day Time Telephone No.:         |         |
| Address:                | Mobile Telephone No.:                |         |
|                         | May we ring you at work              | YES/NO* |
|                         | E-mail Address:                      |         |
|                         | Do you have a valid driving licence? | YES/NO* |
|                         | Do you own a car?                    | YES/NO* |
| (*delete as applicable) |                                      |         |

**REFERENCES**

Please give names, addresses and telephone numbers of two people to who are able to comment on your work ability (your references must cover at least the last three years employment):

| Reference 1<br>(Present or - if unemployed - Last Employer) | Reference 2  |
|---|--|
| Name:   | Name:  |
| Position in Organisation:                                   | Position in Organisation:                              |
| Address:  | Address:   |
| Post Code:  | Post Code:   |
| Telephone No:   | Telephone No:  |
| Relationship of referee to you e.g. Line Manager:           | Relationship of referee to you e.g. previous employer: |

Can we contact referees before interview?

\*delete as applicable

yes/no \*

**DISCLOSURE OF CONVICTIONS STATEMENT**

Because of the sensitive nature of the duties the postholder will be expected to undertake, you are required to disclose details of any criminal record. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence(s). The information you provide will be treated in confidence, and only taken into account in relation to this particular application and destroyed if you are not successful.

**Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? (Note that the post you have applied for is excepted from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record must be disclosed.)**

YES/NO\*

**Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?**

YES/NO\*

\*Please delete as applicable. If you have indicated 'yes' please give details of offences, penalties and dates, in a sealed envelope marked Head of Personnel, 'Private & Confidential', addressee only.

**Have you ever been dismissed from any employment?**

YES/NO

If yes, please give details.

Are you related to any member of the Board of Management of Prospect Housing and Support Services or to a member of staff?

YES/NO If yes, please state the relationship.

**I confirm that the information I have given on this form is correct and complete, and that misleading statements may be sufficient for cancelling any agreements made. I understand that in the event of a successful application, an Enhanced Disclosure will be sought. This check will request details of warnings, cautions and convictions.**

**I agree to the details given within this application being held on file by the Organisation, in connection with this employment and in accordance with the Data Protection Act 1998.**

**Signed:** ..... **Dated:** .....

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|  |   |  |               |
|--|---|--|---------------|
| Job Title:   | Name, Address and telephone number of Employer: | Employed From Month/Year                       | To Month/Year |
| To whom do you report?   |   | For which staff are you currently responsible? |               |
| Period of notice required:   |   | Reason for leaving/wishing to leave:           |               |
| Please give a brief description of the job and your responsibilities:<br>(Continue on a separate sheet if necessary) |   |  |               |

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**EMPLOYMENT HISTORY**

Please give details of your employment history since leaving Secondary School including details of any gaps e.g. full time volunteering. **(You should include everything).**

| Name and address of Organisation:                | From:<br>Month/Year | To:<br>Month/Year | Job Title and Brief Description of Duties: | Reason for leaving |
|--|---------------------|-------------------|--|--------------------|
| Please continue on a separate sheet if necessary |                     |                   |  |                    |

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## EDUCATION AND QUALIFICATIONS

Please give details of your education and qualifications obtained:

| Schools/Colleges etc.                     | From: | To: | Examinations Passed/<br>Qualifications Obtained |
|---|-------|-----|---|
| Continue on a separate sheet if necessary |       |     |   |

Membership of professional organisations:

Please give details of any voluntary work or involvement in community activities with dates.

**EXPERIENCE, SKILLS & KNOWLEDGE**

Please state your reasons for applying for this post.

**Use each numbered requirement in the Person Specification as a heading and demonstrate how you meet each requirement by giving details of your experience, skills and knowledge. Number each point in the left hand margin and begin by specifying the heading.**

|    |  |
|----|--|
| 1. | <b>Example.</b><br><br><b>Paid or voluntary experience of working in a housing, community or social work setting.</b><br>I have worked in a residential home for 2 years. My responsibilities included: helping with personal care, accompanying service users in the community, for example, when shopping and helping service users to be independent. |
|    |  |

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**EXPERIENCE, SKILLS & KNOWLEDGE Continued/.....**

Please continue on a separate sheet if necessary

**I declare that the information provided in this application form and any additional sheets is correct and complete. I understand that if successful, it will be treated as the basis of my contract of employment and that any misleading statement may be sufficient grounds for dismissal or for cancelling any offer of employment made. I agree to the details given within this application being held on file by Prospect, in connection with this employment and in accordance with the Data Protection Act 1998.**

**Signed: .....**      **Dated: .....**