

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 (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 *

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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 Association, 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: (Continue on a separate sheet if necessary)			

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Employment History

Please list a complete history since the year you left Secondary School. This should include your full employment history and a description of any gaps in employment (i.e.- raising a family/ travelling/ unemployed, seeking work etc).

Please note, this information is required under Care Quality Commission guidelines for all positions in care. You will be therefore be contacted to obtain all necessary information if this section is incomplete

Name and address of Organisation:	From: Month/Year	To: 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/ 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.

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|----|---|
| 1. | <p>Example.</p> <p>Paid or voluntary experience of working in a housing, community or social work setting.</p> <p>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.</p> |
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EXPERIENCE, SKILLS & KNOWLEDGE Continued/

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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: