

Job application form

Please complete all the sections in this form and send it with any enclosures asked for to:
Harrow Churches Housing Association
 Ground floor. Ewart House. 9 Richards Close. Harrow. Middlesex HA1 2BE
 t 020 8426 4995 e info@hcha.org.uk w www.hcha.org.uk
 Please use **type** or **black pen** as this form will be photocopied.

Please state the position you have applied for

Job title

Job ref

This section will be removed before applications for this post are shortlisted.

Personal details

Title (ie Mr, Ms, Mrs, Miss, Dr)

Surname

First name/s (please give all)

Date of birth

Home phone

Work phone

Mobile phone

Address

Do you have the right to work in the UK?

yes

no

Which phone can we call you on during office hours?

work

mobile

home

References

Please give full details (name and address) of two people we can ask for a reference. Each person must have known you for at least two years.

Reference no 1 (current or last employer)

Reference no 2

Name

Name

Address

Address

Your relationship

Your relationship

May we approach these people without checking with you first?

yes

no

Please sign and date this application

I declare that the information given in this application is, to the best of my knowledge, correct and that if I am appointed it will form part of my contract of employment.

Signed

Date

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For office use only - please do not fill in	
Candidate number	Job reference
Application received on	Shortlisting date
Shortlisting panel	

This section will be removed before applications for this post are shortlisted.

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Candidate number	Job reference

Your suitability for this position/continue here if more space needed

Reason for applying for this post

Please give your reasons for applying for this job.

Medical detailsHave you had any **serious illness**? yes no

If yes, please give brief details.

How many days have you had off work due to **sickness** in the last **two** years?Please show on a separate sheet details of any absences from work lasting longer than five consecutive working days due to sickness in the last **five** years.

Please note that any offer of employment may be subject to satisfactory health clearance.

General informationAre you related to any of our **committee members** or **staff**? yes no

If yes, please give brief details.

Can you drive a **motor vehicle** and do you have use of one? yes noDo you have any **criminal convictions** (not including any spent under the Rehabilitation of Offenders Act)? yes no

If yes, please give brief details.

Education, qualifications and trainingPlease give details of your **education** and any **qualifications** you attained, including any courses and training relevant to this position.

Schools, colleges etc	From	To	Examinations passed/qualifications gained

Your suitability for this position

Do you meet our person specification? Please use this section to explain how your experience, education, qualifications, training and skills match the demands of this job. Please read the person specification carefully and show how you meet all the requirements marked 'essential'. If you also meet 'desired' requirements, please describe how. Continue on the next page and use a separate sheet if you need more writing space.

Equal opportunities

Post applied for			
Where did you see this job advertised?			
Are you	<input type="checkbox"/> male	<input type="checkbox"/> female	
Do you consider yourself to be disabled?	<input type="checkbox"/> yes	<input type="checkbox"/> no	
If yes, how?			
How do you describe your colour?			
<input type="checkbox"/> black	<input type="checkbox"/> white	<input type="checkbox"/> mixed	<input type="checkbox"/> other
How do you describe your ethnic origin?			
<input type="checkbox"/> Asian	<input type="checkbox"/> Caribbean	<input type="checkbox"/> African	<input type="checkbox"/> South-east Asian
<input type="checkbox"/> British/European	<input type="checkbox"/> Irish	<input type="checkbox"/> other	<input type="checkbox"/> combination
<p>The information you give here will only be used to monitor our equal opportunities policy. When we get your application form, this will be separated from it so your answers will not be seen by anyone shortlisting or interviewing for the job you are applying for.</p>			

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Application received on	

