

How to complete your application form

Please read the following notes carefully before completing your application form as the information you provide will determine whether you are short listed for an interview. Good luck with your application.

1. **Information about you**
Fill in this section accurately and in full. Do not leave any section blank.
2. **Monitoring information**
Remember to complete as it is an essential basis for the council to determine whether its equality and diversity policy is working with regard to employment.
3. **References**
References from your current or most recent employers will be required before any offer of employment. If you have not worked for some time, give the name of someone who knows about what you can do and who can comment on your ability to do the job. If you have not worked you may wish to give the names of teachers, lecturers, other professionals or anyone who knows you well and can comment on your ability. In certain circumstances a testimonial may be accepted.
4. **Employment history**
Starting with your current or last job, list the jobs you have done over the past 10 years - in particular the main duties. This information may be used to assess whether you meet the person specification for the job. Any breaks in employment dates should be explained.
5. **Rehabilitation of Offenders Act 1974**
This authority has a duty to protect children, older people and people with disabilities. This section must be answered truthfully and in full.
- 6/7 **Education, training and short courses**
List all your qualifications and training courses you have attended. Information may be necessary to assess whether you meet the qualification or some other requirement for the job. Please ensure nothing important is omitted. Where a qualification is required and you are invited for an interview you will be asked to bring your original certificate.
8. **Supporting statement**
Do not attach a Curriculum Vitae. This is the most important part of your application, as this is where you make your case for being offered the job. Provide evidence for each point that you possess the skills and experience required, preferably by giving specific examples. Include the skills and experience you have gained outside paid work and through training. Please number your response to each of the points on the person specification form.
9. **If you have a disability**
If you have a disability you want us to know about please give details of adjustments you require for the selection process.

Points to help you complete your application form

- You should present your application in a well organised and positive way. Use active words such as I plan/ organise etc.
- Consider doing a rough draft before you complete the form. This will help you to organise and plan your application properly and avoid mistakes.
- All posts have a person specification which lists the knowledge, skills, abilities, experience and qualifications needed. Clearly show in your application how you meet all the requirements listed, giving examples of how you can meet each point. For some jobs the person specification has also been provided in a questionnaire form.
- Do not submit the same application form for all jobs. Look at the requirements listed on the person specification relevant to each post.



RENAISSANCE
supported housing Ltd.

Application for employment

Position applied for:	
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Personal Details

Forename:	Surname:
Full address (including post code):	Email address:
	Home telephone number:
	Mobile telephone number:

Employment History

Please provide information about your employment history. Please start with your current or most recent employer. Please continue on a separate sheet if necessary.

Date (from – to):	Employer's name and address:	Job title and brief summary of responsibilities:	Reason for leaving:

Education

Please provide information about your education. Please show your most recent qualification(s) first. Please continue on a separate sheet if necessary.

Date (from – to):	Secondary School / College/University attended:	Qualification	Result

Training and Development

Please give details of training courses you have attended which are particularly relevant to this role. Please start with the most recent course first. Please continue on a separate sheet if necessary.

Training Course:	Date Completed:

Professional Memberships

Please provide details of any professional memberships that you currently hold which are relevant to this role. Please continue on a separate sheet if necessary.

Professional Membership:	Expiry Date:

Supporting Information

Please provide us with any additional details you feel are relevant to support your application. This may include additional skills, knowledge or experience not mentioned in the previous sections. Please continue on a separate sheet if necessary.

Reasonable Adjustments

Would you like us to make any specific arrangements to facilitate a fair interview due to a disability? For instance, do you need a wheelchair-accessible interview room?

Other Information

Do you have any holidays booked?	
Have you worked for us before? If yes, please tell us the role and dates.	

References

Please provide the names and addresses of two referees to whom confidential enquiries may be made. One must be your current employer. If you are unemployed, we will accept your previous employer or teacher (where you have had no previous employment). We only take up references if you are offered the position.

Full name:	Full name:
Capacity in which known to you:	Capacity in which known to you:
Time known:	Time known:
Occupation:	Occupation:
Address:	Address:
Contact email:	Contact email:
Contact number:	Contact number:

Data Protection

The information provided in the application form will be processed in accordance with current data protection regulations.

We may verify information you supply to obtain employment by consulting a third party or statutory agency at any time. We may provide information from your application to appropriate third parties (e.g. HMRC).

Right to Work in the UK

You will be required to provide the appropriate official documents to confirm your right to work in the UK if you are offered an interview.

Declaration

I authorise you to obtain references to support this application if I am offered this post.

I consent to the processing of data supplied in this application form for the purpose of recruitment and selection.

I confirm that the above information is correct. I understand that providing false or misleading information to secure employment is misrepresentation. My application may be rejected or employment terminated in such circumstances.

Signature: Date:

PLEASE SIGN AND RETURN THIS FORM IN A SEALED ENVELOPE TO:

[Click here to enter text.](#)