



## Application Form

### Post Title:

Personal Details	
Title:	Address:
Surname:	Town:
Full first names:	County:
Date of birth:	Postcode:
Home tel no:	Office tel no:
Mobile tel no:	May we ring you at work? YES/NO
Email address:	
Do you have a valid driving licence YES/NO PROVISIONAL/FULL	
Are you related to any Board Member or employee of Fabrick Housing, Erimus Housing or Tees Valley Housing? YES/NO	
If YES please give details:	

Legal Checks
Under the terms of the Asylum and Immigration Act 1996 the group can only employ people who are entitled to work in the UK. In observing this act, the group will need to see a document that confirms this entitlement. It would also be helpful if you could confirm this entitlement at this stage.
I confirm that I am entitled to work in the UK. YES/NO

Candidates with Disabilities
We have a policy of inviting for interview people with disabilities who meet the essential criteria as set out within the person specification of the post.
Are you claiming this guaranteed interview? YES/NO

<b>Present Employment</b> (or if now unemployed, details of last employment)	
Job title:	Name of employer:
Present salary:	Start date:
	End date:

<b>Previous Employment History</b>				
Please give details of your previous employment (start from the most recent):				
Name of organisation	From: month/year	To: month/year	Job title and scope of the post	Reason for leaving

Have you ever been dismissed by an employer?	YES/NO
If you answered yes to this question please provide details on the additional information sheet.	

<p><b>On the additional information sheet please answer the following questions:</b></p> <ol style="list-style-type: none"> <li>1. What are the main duties and responsibilities of your present/most recent job? Please make particular reference to your major achievements</li> <li>2. How do your experience, skills and knowledge meet the essential requirements of the post you are applying for?</li> <li>3. What do you consider to be the priorities of the job you are applying for?</li> <li>4. Why are you applying for this position?</li> </ol>
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## Education and Qualifications

Please give details of your education and qualifications. Please note that if appointed, you will be required to provide proof of any qualifications as relevant for the post.

Schools/Colleges etc.	From:	To:	Examinations passed/qualifications obtained:

Please give details of any relevant courses attended or membership of professional bodies:

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## Medical Details

Have you had a serious illness? Please provide brief details as relevant.

How many days have you had off work due to sickness in the last year?

How many periods of absence have you had off work due to sickness in the last year?

On the additional information sheet please show details of absence from work due to sickness (exceeding one week) in the last five years.

Please note that any offer of employment made may be subject to a satisfactory health clearance following a medical examination.

## References

Please give names and addresses of two people who have consented to act as referees on your behalf, one of whom, where applicable, should be your present or last employer. In naming references you are particularly requested to give only those names who can be approached immediately.

Reference 1  
(present/most recent employer)

Reference 2

Name:  
Title:  
Organisation:  
Address:

Name:  
Title:  
Organisation:  
Address:

Postcode:  
Tel:  
Email:

Postcode:  
Tel:  
Email:

Relationship:

Relationship:

If you are shortlisted, may we contact your referees without further reference to you?

Reference 1: YES/NO

Reference 2: YES/NO

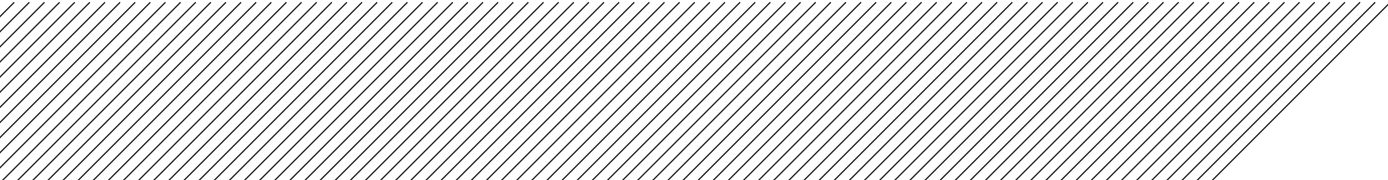
The group may make further enquiries of referees or request additional references.

## Availability

Are you available for interview and/or assessment on the proposed dates, if these have been provided? YES/NO

What is your notice period?

**Additional Information Sheet** (please attach extra sheets if necessary)



To assist us in meeting our equal opportunities commitment, it is important that you include all the information you believe should be used to ascertain your suitability for the post.

We will use and keep information provided by you or third parties, such as referees and recruitment agencies, relating to your application, for a reasonable period. This will enable us to deal with any future issues raised about your application or employment with us.

We may disclose details of your application to current and former employers and other suitable third parties for the purposes of seeking employment references.

In the event that you are not shortlisted for this position your application will be disposed of after six months. If you are shortlisted but are not appointed, your application will be disposed of after twelve months. If your application is successful, this information will be retained and stored confidentially and will be disposed of six years after you have left the organisation.

### Declaration

I declare that the information given in this form is complete and accurate and if appointed will form part of my contract of employment and will be added to my personal file. I understand that any false information or deliberate omissions will disqualify me from employment and may render me liable to summary dismissal.

I also provide my consent to you to seek a written and/or verbal reference to confirm my suitability for the post.

Signed:

Date:

Thank you for completing this form. Please return it, marked private and confidential, to the People and Organisational Development Department, at the following address:

Fabrick Housing Group

4th Floor

Centre North East

73-75 Albert Road

Middlesbrough TS1 2RU

T: 01642 773600

F: 01642 773604

E: [enquiries@fabrickgroup.co.uk](mailto:enquiries@fabrickgroup.co.uk)

[www.fabrickgroup.co.uk](http://www.fabrickgroup.co.uk)





**EQUAL OPPORTUNITIES  
RECRUITMENT MONITORING FORM**

It is the policy of Fabrick Housing to provide equal employment opportunities and consideration will be given to all suitably experienced and qualified applicants regardless of disability, gender, religion/belief, sexual orientation, marital status, ethnicity or age.

The information you provide will be used solely for statistical analysis and will be treated as strictly confidential. However you are not obliged to answer these questions but the more information you supply, the more effective our monitoring will be.

You are asked to fold the sheet and return it with your application form. On receipt it will be separated unopened before consideration of candidates takes place.

Thank you for your assistance.

**POST TITLE:** \_\_\_\_\_

**What age bracket are you within?**

- |         |                          |         |                          |
|---------|--------------------------|---------|--------------------------|
| 16 – 21 | <input type="checkbox"/> | 51 – 60 | <input type="checkbox"/> |
| 22 – 30 | <input type="checkbox"/> | 61 – 65 | <input type="checkbox"/> |
| 31 – 40 | <input type="checkbox"/> | 65 +    | <input type="checkbox"/> |
| 41 – 50 | <input type="checkbox"/> |         |                          |

**What is your gender?**

- Male                       Female                       Transgender

**How would you describe your ethnicity?**

White:

- British   
 Irish   
 Any other background  Please write in \_\_\_\_\_

Mixed:

- White and Black Caribbean   
 White and Black African   
 White and Asian   
 Any other mixed background  Please write in \_\_\_\_\_

Asian or Asian British

- Indian   
 Pakistani   
 Bangladeshi   
 Any other Asian background  Please write in \_\_\_\_\_

Black or Black British:

- Caribbean   
 African   
 Any other Black background  Please write in \_\_\_\_\_

Chinese or other ethnic group:

Chinese

Any other ethnic group

Please write in \_\_\_\_\_

**How would you describe your religion?**

My religion/faith is: .....

I am not religious

**How would you describe your sexual orientation?**

Lesbian

Gay

Bisexual

Heterosexual

Other

**DISABILITY**

The Disability Discrimination Act 1998 states that disability is:

“A physical or mental impairment which has a substantial or long term adverse effect on a person’s ability to carry out normal day to day activities.”

Do you consider yourself to have a disability?

Yes

No

If yes, please specify the nature of your disability: .....

.....  
.....

In applying for the post are any adjustments needed to enable you to attend for interview?

Yes

No

Please specify: .....

.....  
.....

If offered employment are any adjustments needed to enable you to undertake the role?

Yes

No

Please specify:.....

.....  
.....

Where did you hear about this position?

EVENING GAZETTE

HERALD & POST

INTERNAL ADVERT

WORD OF MOUTH

OTHER (please specify)

\_\_\_\_\_



**DETAILS OF CONVICTIONS SCHEDULE  
ALL APPLICANTS**

This form will be attached to the application form for the post that you are applying for and will be used to assist in assessing your suitability for the post.

All applicants will be required to provide details of any unspent convictions, in order to determine whether the conviction should be taken into account when determining your suitability for the post. Such information should be provided on this form in the relevant sections as shown below.

If the job for which you are applying involves substantial opportunity for access to vulnerable people, it will be exempt from the Rehabilitation of Offenders Act, 1974. This will have been made clear in the advert and accompanying literature and means that if you are short listed you will be forwarded a further form in which you will be required to declare any convictions or cautions you may have that would otherwise be regarded as “spent” under this Act.

The disclosure of a criminal record will not exclude you from appointment unless it is considered that the conviction renders you unsuitable for the post. Failure to declare a conviction, providing false, incomplete or misleading statements may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light. It is therefore important that the form is completed with care.

Details of those convictions that are considered to be “spent” and do not need to be declared differ depending upon the sentence given – not the offence committed.

For a custodial sentence, the rehabilitation period is decided by the original sentence, not the time served (see table below). Custodial sentences of more than two-and-a-half years can never become spent.

	<b>Rehabilitation period for people aged under 18 when convicted</b>	<b>Rehabilitation period for people aged 18 and over convicted</b>
Prison sentences <sup>1</sup> of 6 months or less	3.5 years	7 years
Prison sentences of more than 6 months to 2.5 years	5 years	10 years
Borstal (abolished in 1988)	7 years	7 years
Detention centres (abolished in 1988)	3 years	3 years
Fines, <sup>2</sup> compensation, probation, <sup>3</sup> community service, <sup>4</sup> combination, <sup>5</sup> action plan, curfew, drug treatment and testing, and reparation orders	2.5 years	5 years
Absolute discharge	6 months	6 months

1. Including suspended sentences, youth custody (abolished in 1988) and detention in a young offender institution (abolished for those under 18 in 2000 and for those aged 18–20 in 2001).
2. Even if subsequently imprisoned for fine default.
3. For people convicted on or after 3 February 1995. These orders are now called community rehabilitation orders.
4. These orders are now called community punishment orders.
5. These orders are now called community punishment and rehabilitation orders.

**PLEASE COMPLETE THE FOLLOWING INFORMATION**

**DETAILS OF CONVICTIONS SCHEDULE  
ALL APPLICANTS**

Name of Applicant:

Job applied for:

Based at:

Do you have you any unspent convictions? YES/NO

If yes, please give details of any unspent convictions, including the date convicted, the reason why you were convicted and the sentence given.

**Declaration**

I hereby declare that the information I have given is true and I give my consent to this information being used to determine my suitability for the post that I am applying for.

Applicants Signature:

Date: