Post applied for: ……………………………………………………

**PERSONAL DETAILS**

Surname: ……………………………………………………….. First Name: ………………………………………………………..

Address where we can write to you:

………………………………………………………..

………………………………………………………..

………………………………………………………..

………………………………………………………..

Post Code ……………………………………….

Email address …………………………………………………………………………………………….

If you can be contacted during the day by phone, please give the number: ………………………………………………………..

If you have a telephone at home, please give the number: ………………………………………………………..

Do you hold a current driving licence? (Delete as appropriate) YES / NO

Is it clean? (Delete as appropriate) YES / NO

If NO please give details: ……………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………

**ELIGIBILITY TO WORK IN THE UNITED KINGDOM**

If your application is successful we will need to see evidence that you are eligible to work in the UK before you commence employment.

Are you eligible to work in the UK? (Delete as appropriate) YES / NO

If YES, please give your National Insurance number: ………………………………………………………..

If you do not have a National Insurance number we will ask you to produce other evidence of your eligibility to work in the UK if you are selected as the successful candidate.

**DISCLOSURE OF CRIMINAL CONVICTIONS**

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? (Delete as appropriate) YES / NO

If you have an unspent conviction we will look at it in relation to the job you have applied for before making a decision. All information will be treated in confidence.

If you have criminal convictions, not considered spent under the Rehabilitation of Offenders Act 1974 please give details:

………………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………

**EMPLOYMENT HISTORY**

Please give details of past and present work. This can be paid work, voluntary work or work from home. Start with the most recent.

**Current Employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Name of employer, job title and key responsibilities | Reason for leaving | Notice period |
|  |  |  |  |  |

**Previous Employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Name of employer, job title and key responsibilities | Reason for leaving | Notice period |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please continue on a separate sheet if required.

**QUALIFICATIONS**

Academic and / or professional or courses presently being studied.

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | Qualifications | Class / Grade Result | Year obtained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**OTHER TRAINING / EDUCATION**

Training – include any short course you have undertaken, e.g. night school, first aid, company training courses.

|  |  |  |
| --- | --- | --- |
| Details of course and outcome | Length of course | Year obtained |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please continue on a separate sheet if required.

**REFERENCES**

Please give the name and address of 2 people to whom references can be made. One of whom must be your current or most recent employer.

Name: ……………………………………………………… Name: ………………………………………………………

Company: ………………………………………………… Company: …………………………………………………

Address: …………………………………………………… Address: ……………………………………………………

…………………………………………………………………. ………………………………………………………………….

…………………………………………………………………. ………………………………………………………………….

Tel No: …………………………………………………….. Tel No: ……………………………………………………..

Email: ……………………………………………………….. Email: ………………………………………………………..

Please tick box if you do not wish referees to be approached without prior permission.

**GENERAL INFORMATION**

Where did you see / hear about this post? ………………………………………………………………….

Candidates with a disability are guaranteed a job interview subject to meeting “essential” criteria detailed in the Person Specification. Please indicate that you have a disability and wish to be considered under the disability guaranteed job interview scheme. (Delete as appropriate) YES / NO

**DECLARATION**

I confirm that to the best of my knowledge the information I have provided in this application is correct.

1. I am / am not related in any way to a Board member of the Osprey Housing Group
2. I am / am not related to any member of staff, consultant, contractor or supplier to the Osprey Group. Schedule 7 of the Housing (2001) Act refers.

Signed: …………………………………………………………………. Date: ………………………………………………………………….

***Data Protection Act***

*By signing this application form you consent to the Osprey Housing Group using and keeping information about you, provided by you or by third parties i.e. referees, relating to your application for future employment.*

**EQUAL OPPORTUNITIES**

**POLICY STATEMENT**

Osprey Housing Group is committed to ensuring and promoting diversity and equality of opportunity in housing, employment and the provision of services for all people within its range of work. We welcome applications from all sections of the community.

Osprey Housing Group aims to ensure that no job applicant or employee receives less favourable treatment on grounds of sex, marital status, age, race, colour, nationality, ethnic or national origin, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Please complete the Equal Opportunities monitoring form with your application form as this will help us to evaluate the effectiveness of our recruitment policies and practices. The information you provide will be treated as confidential and will not form part of the selection process.

Employing people with disabilities

Osprey Housing Group intends to implement the actions required to become a “Positive About Disabled People” employer.

All applicants who have a disability and meet the minimum criteria for the post will be interviewed.

Osprey Housing Group monitors its recruitment and selection procedures to ensure that it does not discriminate under any of the following laws on equality:

• Sex Discrimination Act 1975

• Race Relations Act 1976

• Equality Act 2010

• Employment Equality (Sexual Orientation) Regulations 2003

• Employment Equality (Religion or Belief) Regulations 2003

The information you disclose on completion of this monitoring form constitutes sensitive personal data as defined by the Data Protection Act 1998. The processing of this data for the purposes of monitoring equal opportunities is permitted under the Data Protection (processing of Sensitive Personal Data) Order 1999.

Your personal data may be held in a computerised system. The information you provide will only be used for monitoring purposes, it will be treated in strict confidence and will not form part of the interviewing process. This form will be detached from your application form on receipt and will be kept separately.

**General Data Protection Regulations**

**Statement**

**Why are we informing you of this?**

At the Osprey Group we place great importance on our relationship with our users and we want to ensure that you fully understand why and how we collect and use your personal information in order to help you with your application.

To this end we have prepared the following statement which explains our approach to your personal data and why we need it, and how you can manage your data.

**What type of data is collected?**

We usually collect the following data, although exactly what we have stored about you may vary depending on which of our posts you have applied for: name, email address, contact details, skills and a CV file/any supporting documents you may have sent us.

**Why do we need your personal data?**

In order to be able to process your job application, we need to know who you are, how to contact you, what your skills are, and a copy of your CV.

**Who has access to your personal data?**

Osprey Housing are the data processors and controllers and as such our management and employees may have access to your details, as governed by our Privacy policy.

**How long will we keep your personal data for?**

If you are not successful in your application any information you supply may be retained for a maximum of one year from the date of interviews. Successful candidates documents will be transferred to a personal file which will be retained for 5 years following the termination of your employment as governed by our Privacy policy.

**Who can you contact to discuss this further?**

Please contact us at[**enquiries@ospreyhousing.org.uk**](mailto:enquiries@ospreyhousing.org.uk)