



Job title:

Department

Application for Employment

Plymouth Community Homes will appoint on suitability and eligibility for the job and Plymouth Community Homes will need to obtain references, check qualifications and undertake background enquiries. Please ensure you refer to the Guidance Notes when completing this form.

*Working towards
Equal Opportunities*

1. Personal Details

Surname:

Forename(s):

Title: Mr Mrs Miss Ms Other
(tick as necessary)

Address:

Postcode:

Date of Birth:

National Insurance No:

Do you need permission to work in the UK?
Yes No

Are you able to produce original documents if asked for interview which demonstrate you are entitled to work in the UK?
Yes No

Home / evening telephone number *(if available)*
.....

Daytime telephone number *(if applicable)*:
.....

Mobile number:

email:

2. Present or most recent employer, voluntary work or role

Job Title: Name of Employer:.....

Salary:

Employer's Address:

Dates Employed:

Is this your only job? Yes No **!** *(Refer to Guidance Notes)*

Reason for wishing to leave:

Key Responsibilities:

Notice Required:

6. Training (include relevant in-house courses, conferences etc)

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7. Driving details

a) Where driving is not essential but the role may involve regular travel to various locations across the city please indicate whether you have access to transport to reach these locations.

Yes No

b) Where driving is an essential requirement of this post, please complete the following:

Do you hold a Current Driving Licence? No Provisional Full

Please state Categories of Licence held:

Do you have any current driving endorsements? Yes No

If yes, please give details:

.....

.....

8. References

! It is essential that you read the Guidance Notes before completing this section.

First reference should be present or last employer if applicable, or Head Teacher, College Principal or Course Tutor if you are a School/College/University Leaver.

If you are applying for a post which involves contact with children or vulnerable adults and are working, or have worked in these areas, please ensure you have referred to the Guidance Notes for details of the references that will be sought.

Name: Position/Occupation:

Address: Telephone Number:

..... Relationship:

..... Postcode: email:

May immediate reference be made to this personYes No

Length of time you have known this person:

Name: Position/Occupation:

Address: Telephone Number:

..... Relationship:

..... Postcode: email:

May immediate reference be made to this personYes No

Length of time you have known this person:

10. Declarations

Have you been convicted at a Court and/or cautioned by the Police for any offence other than 'spent convictions' as defined in the Rehabilitation of Offenders Act 1974? (For further information about spent convictions please refer to Guidance Notes).

Yes No

Are you applying for a post which involves contact with children or vulnerable adults? If Yes, please also include details of spent convictions.

Yes No

In order to ensure fairness and openness please state whether any of your close relatives work for PCH or serve on the Board of PCH or have done so in the last 12 months?

Yes No If 'Yes' please give details:

Name: Position:.....

Relationship:

If more than one close relations, please continue on a blank sheet of paper.

Do you or any of your close relatives have any interests (financial, professional or otherwise) that may conflict with your PCH employment?

Yes No If 'Yes' please give details:.....

.....

May immediate reference be made to this person Yes No

! You must not canvass Board Members or employees in regard to an application for employment with Plymouth Community Homes.

11. Further information

i) If you want to be considered for the Plymouth Community Homes guaranteed interview scheme, please answer 'Yes' or 'No' below.

Do you consider yourself to be a disabled person?* Yes No

Are you a New Deal Applicant? Yes No

ii) Are you applying to jobshare the post? Yes No

(*A disability is an impairment that you consider has a substantial and long term adverse effect on your ability to carry out normal day to day activities)

12. Signature

Data Protection Statement

The personal information that you provide will be held securely and will only be used by Plymouth Community Homes for employment purposes, seeking your views and to enable auditing of Plymouth Community Homes activities. When required other organisations or referees will be contacted to verify the information you have provided or for further information about your suitability or eligibility for employment by Plymouth Community Homes.

Anonymous statistical information may also be passed to other organisations to assist in the planning and monitoring of services.

In addition Plymouth Community Homes is under a duty to co-operate with the prevention and detection of crime and legislation may result in information about you being passed to others.

Retention of all employment application data will be for 12 months to allow for the further consideration of applicants if the same post becomes vacant within 6 months and for the purpose of investigating complaints about the selection process.

Retention of data about successful applicants will be in accordance with Plymouth Community Homes' retention schedule.

I declare that I have read the Guidance Notes and information regarding the post and that all statements made by me in my application for this post are true to the best of my knowledge. In the event of appointment to any Plymouth Community Homes post the failure to provide or omit to provide full accurate information could lead to my dismissal and possible referral to the Police.

Signature:

Date:

13. Monitoring form - Private and confidential

Job Reference / Job Application No.

The information given on this section of the form will be detached and not seen by the interview panel and will be used for anonymous equal opportunities monitoring in accordance with employment legislation. To indicate your selections, please place a tick in the correct box.

Job Applied for:.....

Grade:..... Closing Date:.....

Are you an internal candidate: Yes No Are you an external candidate: Yes No

Please therefore, complete the following:

What is your age?

Under 16 16-18 19-50 51-65 66 - 75 76 or over

What gender - are you?

Male Do you identify yourself as a Transgender? Female Prefer not to say

Are you a person with a disability?

(A disability is an impairment that you consider has a substantial and long term adverse effect on your ability to carry out normal day to day activities).

Yes No Prefer not to say

Please tell us about your disability

What Ethnicity - Are you?

White: British Gypsy/Traveller Irish Any other white background

Mixed: White and Black Caribbean White and Black African White and Asian

Any other black background (Please state)

Asian or Asian British Bangladesh Indian Pakistani Any other black background

Black or Black British African Caribbean Any other Black background (Please state)

Chinese Any other ethnic group (Please state)

How would you describe your faith, belief or religion? Buddhist Jewish Muslim Hindu Sikh

Christian (including Church of England, Catholic, Protestant and all Other Christian denominations)"

Any other religions (please state) None Prefer not to say

What is your sexual orientation?

Bisexual Heterosexual/straight Lesbian/Gay woman Gay man Other Prefer not to say

What is your marital status?

Single Married Civil Partnership Divorced Widow Widower Living with partner

Separated Prefer not to say



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