



JOB APPLICATION

FOR OFFICIAL USE

Candidate No.

ALTERNATIVE FORMATS: This form is also available in alternative formats, e.g., large print. If you require this form in an alternative format, please ring the office on the telephone number contained in the job advertisement.

CONFIDENTIAL

Please use black ink and write clearly or type. If completing electronically, questions are in the left-hand column. You should write your answers in the right-hand column.

PERSONAL DETAILS

Post Applied For	
Job Ref No.	
Location	
Surname or Family Name	
First Name(s)	
Former name(s), if any	
Home Address & Postcode	
Home Telephone No.	
Daytime Telephone No.	
Mobile No.	
E-mail Address	
National Insurance No.	
Are you between 16 and 65 years of age? (Delete as appropriate)	Yes / No
Are you applying for this post on a full-time or part-time (Delete as appropriate)	Yes / No



APPLICATION DETAILS— It is essential that you comply with this section of the form:

On the next page you will be asked to provide details of your most recent or current employer as well as any relevant experience/training/skills together with any other information in support of your application. Ensure that you itemise your responses so that you can demonstrate how your knowledge/skills/experience to date meet requirements on the Person Specification to be tested through the Application Form (marked 'A'). If you omit information that we have asked for, we may not be able to consider your application. Please use additional A4 sheets if necessary.

How many additional sheets have been enclosed?

PRESENT OR MOST RECENT ROLE

Post Held

Department or Section

Main duties

Date appointed

Date left

Employer's Name

Employer's Address & Postcode

Employer's Telephone No.

Reason for Leaving

Current Salary

Notice required to present Employer

Can we contact you at work? (Delete as appropriate)

Yes / No

DETAILS OF ALL PREVIOUS EMPLOYMENT – Most recent first. Enter details of *all* your work experience. Including periods of non-employment, unpaid voluntary work and study.

Name and Full Address of Employer



Date of Employment (From - To)

Position held and main duties—giving Grade and salary if known

Reason for leaving

Name and Full Address of Employer

Date of Employment (From - To)

Position held and main duties—giving Grade and salary if known

Reason for leaving

Name and Full Address of Employer

Name and Full Address of Employer

Date of Employment (From - To)

Position held and main duties—giving Grade and salary if known

Reason for leaving

Have you ever been dismissed by an employer? (Delete as appropriate)

Yes / No

If you have answered yes to this question, please give details on a separate sheet.

COURSES, QUALIFICATIONS, AND OTHER TRAINING UNDERTAKEN THAT ARE RELEVANT TO THIS JOB APPLICATION

Course/Training



Date
Organising Body
Course/Training
Date
Organising Body
Date
Organising Body

Name
Address & Postcode
Telephone No.
Fax No.
E-mail Address
May we contact your present/most recent employer for a reference straight away? Yes / No (Delete as appropriate)
If NO, when may we do so?

Other referee (preferably another employee)

Name
Address & Postcode
Telephone No.
Fax No.



E-mail Address

Capacity in which it is known to you

Please note that we reserve the right to approach any of your previous employers for references if necessary.

CONVICTIONS

Do you have any criminal convictions? (Delete as appropriate) **Yes / No**

Please give details (on a separate sheet) of any criminal convictions that you may have that are not excluded by the Rehabilitation of Offenders Act 1974 (date, conviction, sentence, etc.). The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time, and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered 'spent' under the terms of the Act.

ONLY ANSWER IF A CAR DRIVING LICENCE AND/OR USE OF A CAR IS A REQUIREMENT OF THIS POST

Do you hold a current driver's licence? (Delete as appropriate) **Yes / No**

If required, would you be prepared to provide a car for work use? (Delete as appropriate) **Yes / No**

RESIDENCY

Are you required to have a UK work permit? (Delete as appropriate) **Yes / No**

PERSONAL / FAMILY RELATIONSHIP

Do you have a personal/family relationship with anyone likely to be involved in the selection process for this post, such as a trustee of OPTIMISM SUPPORTED HOUSING (OSH)? (Delete as appropriate) **Yes / No**

If yes, please give the name(s) of the relevant person(s) and the relationship(s).

I understand that seeking to unfairly influence any trustee of OPTIMISM SUPPORTED HOUSING (OSH)/employee of the Trust will make my application unacceptable.



DATA PROTECTION ACT 2018

The personal information submitted by you on this application form and in any accompanying documents will be used by OPTIMISM SUPPORTED HOUSING (OSH) and any other person it appoints to assist for the purpose of appointing you to the job applied for and to monitor the effectiveness, efficiency, and fairness of the selection process. The information may also be used in internal proceedings to consider a complaint about the selection process and/or to defend OPTIMISM SUPPORTED HOUSING (OSH) against a legal challenge to the fairness of the selection process from any interested party. For these reasons, the information you submit will be kept on the trust's personnel records for 6 months if you are not shortlisted and 2 years if you are. The information supplied by you will also be subject to verification and we may need to contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, etc.

I have read the above statement and consent to the personal data submitted with this job application being used for the purposes described.

Please sign the statement below indicating your consent to the information being held, used, and verified as described above.

If you decline to give your consent as requested above, OPTIMISM SUPPORTED HOUSING (OSH) will be unable to consider your application for employment.

I declare that, to the best of my knowledge, all parts of this form, attachments, and additional sheets provided by me have been completed fully and are accurate. If I am appointed to the post, I understand that any major omission or inaccurate information relevant to my application could lead to the withdrawal of an offer of employment or even dismissal.

Name (please print)

SIGNATURE

Date

Please return the completed form to:

referral.optimismshousinguk@gmail.com

TO BE COMPLETED BY APPLICANTS WHO WILL HAVE ACCESS TO VULNERABLE PEOPLE AND BY THOSE WHO WILL MANAGE SUCH POSTS



CHECK ON CONVICTIONS OR CAUTIONS

A check as to the existence and content of a criminal record may be requested from the Disclosure and Barring Services (DBS) after a person has been selected for appointment to this post. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

You are therefore asked to sign the statement below to confirm your agreement, if you are selected for the appointment, to a check being made on any criminal record applicable to you.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of 'spent' convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception) (Amendment) Order 1986 sets out details of all jobs to which this applies, and the job you have applied for is included in that list.

Please give details of ALL convictions, cautions, reprimands, or warnings (whether spent or not).

Disclosure and Barring Services

The Disclosure and Barring Service (DBS), an executive agency of the Home Office, helps employers check records that were previously held by the police, the Department of Health, and the Department for Education and Employment.

Different levels of disclosure can be provided, according to the type of work applied for.

The job for which you have applied will necessitate an ENHANCED DBS

EQUAL OPPORTUNITIES STATEMENT

Optimism Supported Housing believes that its workforce should reflect the local community and that all groups within the community should have equal access to the OSH's employment opportunities.

Optimism Supported Housing is committed to taking action to eliminate discrimination and, by redressing imbalances, to achieve genuine equality of opportunity. By monitoring our recruitment and the makeup of our workforce, we will ensure that our equal opportunity initiatives are having an effect.

We monitor recruitment, selection, and promotion procedures to select, promote, and treat individuals based on their relevant merits and abilities.



There is an optimism supported housing procedure for dealing with complaints about the selection process. For further information, please ring the telephone number contained within the information pack.

Optimism Supported Housing welcomes people with disabilities. The following question is being asked to assist Optimism Supported Housing in implementing the [Equality Act 2010](#)

EQUAL OPPORTUNITIES MONITORING FORM

Post Applied For	

Ref. No.	

Surname or Family Name	

Former Name(s)	

Other names	

<p>Do you consider yourself to have a disability? (i.e. a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities) (Delete as appropriate) Yes / No</p>	
<p>If you have a disability, what equipment, adaptations, or adjustments to working conditions would assist you in carrying out your duties?</p>	

<p>What is your gender? (Delete as appropriate) Female / Male</p>	
<p>Which of the following best describes your ethnic origin? These categories are based on the 2001 census. Your answer must be within this list: White - British / White - Irish / White - Other / Mixed - White & Black Caribbean / Mixed - White & Black African / Mixed - White & Asian / Mixed - Other Mixed Group / Asian or Asian British - Indian / Asian or Asian British - Bangladeshi / Asian or Asian British - Pakistani / Asian or Asian British - Other Asian / Black or Black British - Caribbean / Black or Black British - African / Black or Black British - Other Black background / Chinese / Any other ethnic group</p>	
My Ethnic origin is?	
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If "other", please specify.	



To which one of the following age groups do you belong? (Delete as appropriate)	Under 20 / 20-29 / 30-39 / 40-49 / 50-59 / 60 and over
What is your religion? This question is optional. These categories are based on the 2001 census. (Delete as appropriate)	None / Christian / Buddhist / Hindu / Muslim / Sikh / Jewish / Other
If "other", please specify.	
What is your sexuality? This question is optional. (Delete as appropriate)	Heterosexual / Gay Man or Lesbian / Bisexual / Prefer not to say
Where did you see this post advertised?	

This form will be separated from the main application form and will not be provided to the shortlisting panel. Your answers will be treated in the strictest confidence, and the information you provide will only be used for monitoring purposes. How you complete this form has no connection to the evaluation of your application in any way.

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