**Candidate Ref No** *(for office use only)*

**SECTION B**

**Only Section B will be made available to the short listing panel.**

|  |
| --- |
| **1. Post Details**  Post applied for …………………………………………………………………  Post reference number (if none published in advertisement state N/A)…………………  Closing date …………………………………………………………………….. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2. Present Employment**  Employer (Name & Address) | | ………………………………………………………….  ………………………………………………………….  ………………………………………………………….  …………………………………………………………. | | |
| Job Title | ……………………. | | Date Started | …………………… |
| Salary/Wage | ……………………. | | Notice Required | …………………… |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **3. Previous Employment**  Please list in date order, starting with the most recent. Please also explain any gaps in employment. | | | | | |
| **Date from** | **Date to** | **Name & Address of Employer** | **Job Title Grade/Salary** | | **Reason for leaving** |
|  |  |  |  | |  |
| **4. Education**  Please list in date order starting with the most recent | | | | | |
| **Date from** | **Date to** | **School/College/University** | | **Qualifications obtained or to be taken with dates and grades** | |
|  |  |  | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **5. Professional Qualifications** | | | |
| **Membership body** | **Type of Membership** | **Qualification gained** | **Date obtained** |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **6. Other Training**  Please give details of any other relevant training not covered in previous sections (eg: short courses) | | |
| **Date from** | **Date to** | **Details** |
|  |  |  |

**7. Relevant Skills, knowledge and experience**

Please continue on up to a maximum of the 2 additional pages at the end of this application form if necessary. Please note the type font should not be less than 11 pts. Any pages more than the equivalent of 3 pages of A4 size in total (this page plus additional two pages) will be discounted. **Please also read the guidance notes before you complete this section.**

**8. General Information**

**Driving Licence**

Are you in possession of a current driving licence? *Answer only if driving is a requirement of the post*

YES/NO (delete as appropriate)

# **DATA PROTECTION ACT 1998**

Personal information provided by you on this form and from any others in connection with your application is collected for recruitment and selection purposes only. If you are subsequently offered employment the information will be used as part of your employment data. Applications from unsuccessful candidates are shredded after a short period of time.

**Verification of Information**

Six Town housing may verify information you have provided on the Application form (e.g. Qualifications, Skills, Knowledge, Experience and Salary) either prior to the interview or as part of the appointment process. This may involve contacting organisations or persons you have quoted on the form. Any discrepancies will be discussed with you.

**Local Authorities Fraud Initiatives Notification**

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information with other organisations which handle public funds

**Asylum and Immigration Act 1996**

It is a criminal offence to employ a person who is subject to immigration control, unless they have documentation which permits them to work in the UK. You should therefore be aware that we will make checks to ensure that you are eligible to work in the UK.

**9. INSPIRE Values Framework**

Six Town Housing operates a Values Framework by which we have identified the core values for our business, how we intend to interact with our customers and how we would like our employees to conduct themselves. We are interested in knowing how you would meet this values and in the section below would like you to provide some brief information about how you believe you can meet our values. The examples you provide can be from your work or personal life including education.**INSPIRE Values Framework**

****

|  |  |
| --- | --- |
|  | Please demonstrate how you meet our values |
| **In It Together**   * together in partnerships * working together to make a difference |  |
| **New Ways**   * of thinking * of working |  |
| **Self Aware**   * and improving * taking responsibility |  |
| **Proud**   * to work for Six Town Housing (or how I would be proud to work for Six Town Housing) * of what I do |  |
| **I can**   * do better than I ever imagined * make things happen |  |
| **Respect**   * each other * differences |  |
| **Excellence**   * in everything |  |

**You may add up to the equivalent of two additional pages of A4 size information here to complete section B7**