

Job Application Form

Please return to: Human Resources Department, Friendship Care & Housing,
Bedworth Well Being Station, 97 Leicester Road, Bedworth, Warwickshire, CV12 8AH.
E-mail: jobs@fch.org.uk PLEASE USE BLACK INK OR TYPE



APPLICATION NO: _____ (For office use only)

JOB DETAILS

Job Title: _____

Job Reference No: _____ Location: _____

SECTION 1 – PERSONAL DETAILS

Preferred title (please delete as necessary): Mr / Mrs / Miss / Ms / Other (please specify) _____

Last name: _____ First name(s): _____

Address: _____

Postcode: _____

Date of Birth: _____ National Insurance No: _____

Telephone (daytime): _____ Telephone (evening): _____

Mobile: _____ E-mail: _____

Are you related to a Friendship Board member, tenant or employee? YES / NO

If yes, please provide details. Name: _____

Their position: _____ Relationship to you: _____

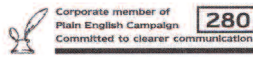
Do you live in accommodation provided by Friendship? YES / NO

Details of address: _____

Do you have any restrictions on working in the UK? YES / NO

If yes, do you have the required authorisation to do the job you are applying for? YES / NO

If yes, please give details of your permit/visa, including expiry date where appropriate.



SECTION 2 – REFERENCES

We need two references, one of which must be from your current or previous employer. If this is your first job, personal references from college principals, tutors or someone in a position of authority who knows you well will be acceptable. (Please read the guidance notes before completing this section)

Business / Personal (please delete as appropriate)

Mr/Mrs/Miss/Ms/Other _____

Name: _____

Position: _____

Relationship to you: _____

Address: _____

Telephone: _____

E-mail: _____

Business / Personal (please delete as appropriate)

Mr/Mrs/Miss/Ms/Other _____

Name: _____

Position: _____

Relationship to you: _____

Address: _____

Telephone: _____

E-mail: _____

SECTION 3 – CRIMINAL CONVICTIONS

POSITIONS WITHIN HOUSING AND CENTRAL SERVICES (unless otherwise stated in the job advert/profile). Please read the guidance notes before completing this section.

Under the provisions of the Rehabilitation of Offenders Act 1974 you must give details of any convictions which are not spent. Failure to do so may render you liable to summary dismissal.

Do you have any convictions which are not spent within the meaning of the Rehabilitation of Offenders Act 1974? YES / NO

If yes, please give details: _____

POSITIONS WITHIN REGISTERED CARE AND SUPPORTING PEOPLE.

These posts are subject to an Enhanced Disclosure. An Enhanced Disclosure is applicable for those applying for positions involving regular care and support of vulnerable service users, which are exempt from the provision of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975). Therefore you need to declare any warnings, motoring offences, cautions, convictions or custodial sentences, regardless of the length of time that has elapsed since being received.

Do you have, or have you ever had any warnings, motoring offences, cautions, convictions or custodial sentences? YES / NO

If yes, please give details: _____

Please note that previous convictions will not necessarily stop us offering you a job. It will only be considered in relation to any job to which the Act applies.

SECTION 4 – EMPLOYMENT MONITORING

Friendship is an equal opportunities employer and we encourage applications from all sections of the community. Every person seeking employment will be considered on their merits and abilities to meet the specific needs of the job. This section of the application form is removed before short-listing. We ask all applicants to complete this section to help us in our monitoring.

Ethnicity (Please tick one box that best describes your ethnic origin)

White: British	<input type="checkbox"/>	Asian / Asian British: Indian	<input type="checkbox"/>
White: Irish	<input type="checkbox"/>	Asian / Asian British: Pakistani	<input type="checkbox"/>
White: Other	<input type="checkbox"/>	Asian / Asian British: Bangladeshi	<input type="checkbox"/>
Mixed: White and Black Caribbean	<input type="checkbox"/>	Asian / Asian British: Other	<input type="checkbox"/>
Mixed: White and Black African	<input type="checkbox"/>	Black / Black British: Caribbean	<input type="checkbox"/>
Mixed: White and Asian	<input type="checkbox"/>	Black / Black British: African	<input type="checkbox"/>
Mixed: Other	<input type="checkbox"/>	Black / Black British: Other	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Other	<input type="checkbox"/>

Sex

Male Female

Age

Under 24 25 - 34 35 - 44 45 - 54 55 - 64 65 or over

Sexual Orientation

Heterosexual Lesbian Gay Bisexual Other Prefer not to state

Religion

Christian	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	No Religion	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	Prefer not to state	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Other Religion (please specify)	<input type="checkbox"/>

State other religion (if applicable): _____

Disability

Friendship is committed to the employment of disabled people. We will offer an interview to anyone with a disability whose application meets the minimum criteria for the job. The Disability Discrimination Act 1995 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability? YES / NO

If yes, please state your disability: _____

If you have particular requirements for an interview or selection test please give us details below:

How did you hear about this vacancy? Name of newspaper, jobcentre, website, word of mouth etc

Newspaper* (please specify) Job centre Our website

Other website* (please specify) Word of mouth Professional journal* (please specify)

Other* (please specify)

* Please give details: _____

SECTION 5 – DECLARATION

I confirm that the information given in this application is true and accurate to the best of my knowledge. If any information I have given is later found to be false, I understand that I may be dismissed.

DATA PROTECTION ACT 1998

I agree that you may hold information in this application form on manual and computerised files for relevant employment related purposes. I also understand that any offer of employment is subject to the successful completion of a probationary period, two satisfactory references, a pre-employment medical questionnaire, satisfactory CRB disclosure and, if appropriate, a medical check.

Signature: _____ Date: _____

If you are completing this application electronically, you will be asked to sign this form if you are invited to an interview.

SECTION 7 – EDUCATION AND TRAINING

Please start with secondary or higher education. Please include in-job training, short courses, NVQs and professional qualifications.

School / college / university	Qualifications / results	Date awarded

If you are offered a post with Friendship you will be required to show proof of the qualification(s) listed.

SECTION 8 – MEMBERSHIP OF PROFESSIONAL BODIES

Name of Professional Body	Membership Level	Date of joining	Renewal date

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Friendship joined the Longhurst Group in April 2006 and share resources and expertise within it. Friendships Chair and Deputy sit on the Group Board and our Managing Director is a member of the Group Executive.

Longhurst Group is the parent company of a dynamic group of housing service companies. Together providing approximately 17,000 homes for rent and sale, and a wide range of housing services. The Group has grown at a steady pace over recent years and through welcoming further members, the geographic areas have also expanded, operating from Humberside all the way down to the South Midlands and from the Lincolnshire Coast, stretching across to the Welsh Borders.

The Group and its companies have aspirations to develop and grow within current operational areas and geographically to work in new areas where we think we can add value and provide an effective, efficient service to new tenants and service users. A structure showing all members is shown below.



Longhurst Group also plays a major part in three specialist property companies

