



# APPLICATION FOR EMPLOYMENT

East Boro Housing Trust  
Faulkner House, 31 West Street  
Wimborne  
Dorset  
BH21 1JS

Telephone: (01202) 883503 Fax: (01202) 848877

Website - [www.ebht.org.uk](http://www.ebht.org.uk)  
E-mail – [info@ebht.org.uk](mailto:info@ebht.org.uk)

A Charitable Industrial & Provident Society

**APPLICATION FOR EMPLOYMENT**

**Please read accompanying information before completing the form**

**Post Applied For:** .....

**Department:** ..... **Closing Date:** .....

**1. Personal Details**

Surname ..... First Names .....

Title: MR/MRS/MISS/MS/DR      Previous Name (if applicable) .....

Address .....

..... Post Code .....

Email .....

Telephone No.: Home ..... Mobile .....

Work ..... May we contact you at work? YES/NO

National Insurance No. ....

Do you hold a valid driving licence? YES/NO/PROVISIONAL

Car Owner? YES/NO      Do you have any current endorsements? YES/NO

If YES, please provide details .....

.....

Please give details of any convictions including those which are 'spent' under the provisions of Rehabilitation of Offenders Acts 1974 and 1986. Failure to disclose such convictions could result in dismissal. Any information given will be treated in the strictest confidence. Some posts may require a police check, which will be taken up on offer of employment.

.....

.....

.....

.....





#### 4. Previous Employment To Date

Please give details of your previous paid or unpaid work, including any periods of unemployment starting with the most recent.

Job Title	Employer	Salary on leaving	From (Month/Year)	To (Month/Year)	Reason for leaving

**5. Experience** You are invited to state what relevant experience you have gained through your present or previous posts, including any significant achievements in your career to date. Please incorporate your reasons for applying for this position.

## 6. References

Please give the names, positions, addresses and telephone numbers of two referees who have knowledge of your work or character. One must be your present or most recent employer. Please give the official position of each referee. It is our policy to take up references after an offer of employment is made, although where necessary we may contact referees prior to an offer of employment. **Character references will not be accepted from family members or friends. Acceptable character referee's include teacher/lecturers, a minister of recognised religion or any other professional bodies.**

**Reference 1** Name .....

Position ..... Relationship .....

Address .....

..... Tel No. ....

Email address .....

May we contact this referee prior to offer of employment? YES ..... NO .....

**Reference 2** Name .....

Position ..... Relationship.....

Address .....

..... Tel No. ....

Email address .....

May we contact this referee prior to offer of employment? YES ..... NO .....

## 7. Leisure (please give brief details of your spare time interests and activities)

## 8. Health

If an offer of employment is made, you will be required to complete a medical questionnaire, which may necessitate a medical examination.

**9. Interview Arrangements/Special Requirements**

If short-listed for interview, are there any arrangements, which we can make for you, e.g. wheelchair access? Please provide details below:

.....

**10. Good Governance, A Code for the Voluntary and Community Sector**

Are you related to someone who is, or has been, an employee, or Board Member of the Trust? If so, please provide details:

.....

.....

Have you been employed by East Boro Housing Trust or been a Board Member within the last 12 months? YES ..... NO .....

**11. Personal Recommendation**

If you were personally recommended to apply for this position by a member of East Boro’s current staff team, please give their name below:

**12. Declaration**

I declare that the information given in this application is true and that I have not knowingly canvassed Members or Staff of East Boro Housing Trust.

I understand that the provision of false information, or failure to provide correct information, may result in disciplinary action, which could lead to dismissal.

Date ..... Signed .....

**NOTE TO ALL APPLICANTS**

**In accordance with the Asylum and Immigration Act 1996 Section 8, if you are invited to attend an interview you must provide an original document which states your National Insurance Number e.g. P45, P60. Payslip or a National Insurance Card.**

When you have completed this application form please return marked Private & Confidential to:

East Boro Housing Trust  
Faulkner House  
31 West Street  
Wimborne  
Dorset BH21 1JS  
Telephone: (01202) 883503 Fax: (01202) 848877



DATA PROTECTION ACT 1998

This form contains personal information about you. East Boro Housing Trust will hold relevant data about you only for as long as it is strictly necessary to do so and will process the data only in compliance with the principles contained in the Data Protection Act 1998 (as amended from time to time). It will use the details you have provided only for the purposes of processing your application for employment and for monitoring its equal opportunities employment policies.

You have the right to inspect and personal information held by us about you and to correct any inaccurate information. You have a right to copies of the information, where practical, upon written request to the Chief Executive, East Boro Housing Trust, Faulkner House, 31 West Street, Wimborne, Dorset BH21 1JS and a payment of a fee of £10.

**East Boro Housing Trust**  
**Equal Opportunities**

East Boro Housing Trust aims to be an Equal Opportunities Employer. It seeks to ensure that it does not discriminate in the selection for employment or retention and promotion in employment against, or in favour, of any person on the grounds of their race or ethnic origin, marital status, sex, sexual orientation, or religion. The Trust is committed to ensuring that selection, appointment and advancement is on merit only.

East Boro Housing Trust recognises its responsibility in respect of disabled people, and undertakes to:

Give disabled applicants full and fair consideration for all vacancies having regard to their particular aptitudes and skills.

Provide full and fair opportunities in general for the training career development and promotion of disabled employees.

In addition, any disabled job applicant who meets the technical and professional criteria specified for the job will be guaranteed an interview.

To ensure that its equal opportunity employment policy is working and does not discriminate, the Trust considers it essential to keep up to date information about job applicants. Accordingly, all applicants are requested to complete the information on ethnic origin which will be treated as strictly confidential and used for statistical purposes only.

Please could you complete the details below, so that our Equal Opportunities policy can be monitored effectively. Please note that you do not have to fill in this monitoring form if you do not wish to. It will not affect your application.

Post Applied For: .....

Where Did You See The Post Advertised? .....

**1. I would describe my ethnic group as follows:**

*Choose ONE section from A to F. Then tick the most appropriate box. Please tick one box only.*

**a) White**

British .....

Irish .....

Other .....

**b) Mixed**

White & Black Caribbean .....

White & Black African .....

White & Asian .....

Other .....

**c) Asian or Asian British**

Indian .....

Pakistani .....

Bangladesh .....

Other .....

**d) Black or Black British**

Caribbean .....

African .....

Other .....

**e) Chinese**

Chinese .....

Other .....

**f) Other**

Any Other .....

**2. Do you consider you have disability?**

Yes ..... No .....

**3. My Gender is**

Male ..... Female .....

**4. How did you find out about the vacancy for which you are applying? Please tick all categories which apply.**

**Newspaper/Publication**

Housing Press .....

Other Press .....

**On the Internet** .....

**Job Centre** .....

**Information from one of our staff** .....

**Casual Enquiry** .....

**Other**

(Please specify) .....

**5. My age falls in the following group:**

<b>21 or under</b>	
<b>22-30</b>	
<b>31-39</b>	
<b>40-50</b>	
<b>51+</b>	