

# Application FOR EMPLOYMENT

PLEASE COMPLETE PAPER VERSION OF FORM IN BLACK INK.

## Confidential

To be completed by Service Area before issue	
Post title	Service Area
Post number	Closing date for applications
Scp Salary range	Interview date  If you have not been contacted by this date, your application has been unsuccessful

To be completed by applicant			
Surname	Forename	Title	Date of birth (if under 18 years)
Address		Telephone numbers:	
Post code		Day	
Email address		Evening	
		Mobile	

- Where did you learn of this vacancy?  
.....
- Please send your completed application form to:- ..... (name of officer)  
RYKNELD HOMES LTD, PIONEER HOUSE, MILL LANE, WINGERWORTH, CHESTERFIELD S42 6NT

Join us on the road to success



# Present or most recent employer

Present or most recent employer	
Employer's name and address	Dates From: To:
Job title	
Please outline your duties and responsibilities:	
Reason for leaving:	
Length of notice or date available:	Current Salary:



# Previous employment

Please give details of all previous employment including temporary or voluntary work, starting with your most recent employment. Please include periods of non-employment. Please continue on a separate sheet if necessary.

Name and address of employer	Job Title and main responsibilities	Dates		Reason for leaving
		From	To	

Give details of membership of professional or technical bodies/associations and registration

Professional body	Membership Level	Date joined	Professional Reg. No./Ref

# Education and Training

Education – Please give details of any education received in this country or abroad and qualifications obtained with dates. Please continue on a separate sheet if necessary.

Establishment attended:	Course title/subject	Qualification	Dates

Professional and Vocational Training – Please give details of any relevant training received in this country or abroad and qualifications obtained with dates.

Establishment attended:	Course attended	Qualification	Dates



# Experience and reasons for applying

Experience and reasons for applying for the post

Using the job description and person specification provided please give further details of previous experience and skills which you consider relevant to this post.  
Please supply on separate sheets.



Join us on the road *to success*



# Other details

## Other details

Are you applying for job share?  yes  no

If yes, what working pattern do you prefer? .....

If you have a disability and require special arrangements to be made to the selection process, please state below

.....  
.....  
.....

Do you hold a current driving licence?  yes  no

Do you have regular use of a vehicle?  yes  no

How many days off sick have you had in the last two years? .....

### Criminal convictions -

Have you any criminal convictions which are not regarded as spent?  yes  no

If yes, please provide details

.....  
.....  
.....  
.....

*Please note that having a criminal record will not necessarily bar you from working with us.*

## Canvassing

Do you have a close personal relationship with a Board Member or an employee of Rykneld Homes Ltd (ie. parent, grandparent, partner, child, stepchild, adopted child, brother, sister, uncle, aunt, niece or any such person's partner)?

yes  no

Any candidate who fails to disclose such a relationship shall be disqualified, and if appointed shall be liable to dismissal without notice.

If you have answered yes, you are required to declare the name and relationship involved.

Name	Designation	Service Area	Relationship

### Please note

Rykneld Homes Ltd will disqualify any applicant who directly or indirectly seeks the support of any Board Member or employee for any appointment with the company.



# References

## References

Please nominate two referees. One referee should be your present/most recent employer. In certain circumstances e.g. if you are a school leaver or have had a long career break, a personal reference may suffice. No one involved in the shortlisting or interviewing process is permitted to act as referee for a candidate, therefore please check before nominating any internal referee.

Name	Name
Position	Position/relationship to candidate
Organisation	Organisation (where relevant)
Address	Address
Email address	Email address
Tel no.	Tel no.
Mobile No.	Mobile No.

Can references be taken up without further approval?  yes  no

## IMPORTANT. Before signing this form, please read the following:

I declare that I have read and understood all the information provided with this application.

For the purposes of the Data protection Act 1998, I consent to the information contained in this form, and any information received by or on behalf of Rykneld Homes Ltd relating to the subject matter of this form, being processed by them in administering the recruitment and appointment process.

I understand that any offer of appointment and subsequent employment is dependant upon this declaration and information contained within this application.

To the best of my knowledge and belief the information contained in this form is accurate. It is understood that any deliberately false statement or omission may result in dismissal without notice.

Signature:..... Date:.....

If you submit this application electronically, you will be required to sign this declaration if invited to interview.

Please advise us of any other information relevant to the recruitment process and any special requirements you may have.

# Equal Opportunities

## An Equal Opportunities employer:

**Rykneld Homes Ltd** is an equal opportunities employer and is committed to providing equality of employment opportunity to all sections of the community regardless of their colour, disability, age, HIV status, marital status, race, religion, gender, sexual identity, political beliefs or ethnic/national origin.

The company's policy also aims to ensure that applicants are not disadvantaged by job conditions or requirements which are not relevant.

Please complete the monitoring form. It will **only** be seen by staff monitoring the Equalities Policy. The monitoring of job applicants has Trade Union approval. This information will be used to monitor the Equalities Policy to ensure that it is working in practice and to provide information for our Performance Indicators.

If you consider that your application for a job with the company has not been treated fairly, you should write to the Director where the vacancy occurred with details of your complaint within three months of learning of the results of your application.

## Definition of a person with a disability

The Disability Discrimination Act 1995 defines a disabled person as:

**'A person with a physical or mental impairment, which has a substantial or long-term adverse effect on their ability to carry out normal day-to-day activities'**

## Explanatory note on Ethnic Origin

<b>African</b>	Persons born in, or whose recent forebears were born in Africa. This category is not intended to include Caribbeans who may identify their origins as African.
<b>Caribbean</b>	Persons born in, or whose recent forebears come from African or Caribbean Islands.
<b>Asian</b>	Persons born in, or whose recent forebears were born in, the Indian sub-continent.
<b>White British</b>	If either you or your recent forebears come from England, Scotland, Wales or Northern Ireland.
<b>Other named categories</b>	If either you or your recent forebears come from one of the listed countries.

*If you need further clarification on categories please contact the Human Resources Team.*



# Guidance NOTES

Please read all the following notes before completing your application

- Decisions about who will be selected for interview will be based only on the information you give on your application form. Therefore, application forms should be filled in as completely and as clearly as possible.
  - Please ensure that this form is returned by the closing date to ensure consideration.
  - All offers of appointment will be subject to references satisfactory to us, proof of qualifications if required and evidence of medical fitness. Candidates invited for interview will be asked to complete a detailed medical statement and may be required to undergo a medical examination.
  - This appointment will be subject to a probationary period (except for existing local government officers).
  - Copies of references and qualification certificates **should not** be enclosed with this application.
  - Pre-prepared curriculum vitae **will not** be accepted, either in full or in part, with this application.
  - False or misleading information on this form will disqualify you from appointment, or if appointed, will render you liable to dismissal without notice.
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- Look carefully at the job description - ask yourself why you are interested in the job.
  - Look carefully through the person specification. This document will be used throughout the selection procedure.
  - You will need to **demonstrate** that you have the skills, knowledge and experience necessary to do the job. **Please note, you will not be short-listed unless you meet all the essential criteria listed in the person specification.** It will not be sufficient simply to state that you fulfil certain criteria and unsupported statements will not be accepted. You should describe how you meet the person specification, giving examples. The short-listing panel will be looking for evidence which illustrates relevant skills, knowledge and experience.
  - We are committed to making reasonable adjustments to the duties of this post and working environment wherever possible and practicable. If you are disabled we will discuss your requirements with you, after we have ascertained your suitability for the post.

## General guidance notes continued

- Think about your experience.

(a) How can you show that you have the skills, knowledge and experience necessary?

(b) Explaining your past and present jobs or interests to someone else may help you to uncover hidden skills that you take for granted.

(c) Remember that unpaid work, voluntary work and work at home can be just as relevant as paid work.

(d) When you make your case for the job make sure your application relates to the job you are applying for. Don't copy the same one for a series of jobs.

- Do a rough draft first.

(a) Write the form out in draft to avoid mistakes and repetitions.

(b) Check that all the dates are correct and in the right order.

- Complete the form.

You must use the spaces provided on the form for your work history. Do not send it separately.

If you would like any help with filling in the form or if you have any special requirements which may make the process easier please contact a member of the Human Resources Team on telephone 01246 217668.

## Interviews

If you are selected for interview we will send details of when and where it is. If you have a disability we will ask you to tell us of any arrangements we can make, for example:-

1. Car parking to be made available nearby
2. Someone to meet you at the entrance of the building
3. A sign language interpreter to be present
4. A friend to be present at the interview
5. Preferred type of seating.

# Equal Opportunities Monitoring Form

At Rykneld Homes Ltd we take equality seriously and are committed to providing fair services to everyone. Rykneld Homes Ltd will not tolerate discrimination on the grounds of race, gender, disability, age, religion or sexual orientation. You do not have to fill in this form or answer any question you do not feel comfortable with, however these statistics will help us to uphold our Equality Policy and monitoring procedures.

## DATA PROTECTION

We need your permission to use this information to enable us to make sure our services are delivered on an equal basis to all sections of the community. This may mean that we need to share this information with other service areas within Rykneld Homes Ltd.

Do you consent to information you provide being held by Rykneld Homes Ltd to be used for these purposes?

Yes  No

Title: ..... First name: ..... Surname: .....

Post title: ..... Post number: .....

Where did you see the post advertised? .....

Ethnic Background			
<b>WHITE</b>		<b>BLACK or BLACK BRITISH</b>	
British	<input type="checkbox"/>	Black African	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>
Irish Travellers	<input type="checkbox"/>	Any other black background	<input type="checkbox"/>
Gypsies	<input type="checkbox"/>		
Any other white background	<input type="checkbox"/>		
<b>MIXED</b>		<b>ASIAN or ASIAN BRITISH</b>	
White and Asian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>	Indian	<input type="checkbox"/>
White and Black Caribbean	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>
<b>CHINESE</b>		<b>OTHER</b>	
Chinese	<input type="checkbox"/>	Any other ethnic background	<input type="checkbox"/>

<b>Gender</b>
Male <input type="checkbox"/> Female <input type="checkbox"/>

<b>Date of birth</b>	<input type="text"/>
What is your date of birth?	<input type="text"/>

<b>Disability</b>
The definition of Disability in the Disability Discrimination Act 1995 is: <i>'A physical or mental impairment which has a substantial and long term adverse affect on a person's ability to carry out normal day to day activities'</i>
Do you consider yourself to be disabled? Yes <input type="checkbox"/> No <input type="checkbox"/>

Are you already employed by Rykneld Homes Ltd and applying for a change of job? Yes <input type="checkbox"/> No <input type="checkbox"/>
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You do not have to answer the following questions, however if you do, this information will be held in the strictest of confidence.

<b>Religion</b>
Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/>
Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/>
Any other religion <input type="checkbox"/> No religion <input type="checkbox"/>

<b>Sexuality</b>
Heterosexual <input type="checkbox"/> Gay <input type="checkbox"/>
Lesbian <input type="checkbox"/> Bisexual <input type="checkbox"/>

Please enclose this monitoring form in a separate envelope marked 'Monitoring form' and return it with your application form.

Thank you for your co-operation

Please tear off and enclose in the separate envelope provided

