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| **Post title:** |  |
| **Service Area:** |  |
| **Post Number:** |  |
| **Salary Range:** |  |
| **Closing Date for Applications:** |  |

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| **To be completed by the applicant** | | | | | | |
| **Surname:** | | **Forename:** | | | | **Date of birth: (if under 18 years)** |
|  | |  | | | |  |
| **Address:** | | | | **Telephone numbers** | | |
| **Day:** |  | |
| **Evening:** |  | |
| **Postcode:** | | | | **Mobile:** |  | |
| **Email address:** |  | | | | | |
| **Where did you learn of this vacancy?** | | |  | | | |

Please email your completed application form to: [**recruitment@rykneldhomes.org.uk**](mailto:recruitment@rykneldhomes.org.uk)

Or post to: Human Resources Team, Rykneld Homes, 2013 Mill Lane, Wingerworth,  
Chesterfield S42 6NG

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

**Equal Opportunities and Guidance Notes**

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| **Definition of disability** |
| You’re disabled under the Equality Act 2010 if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities. |

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| **Guidance Notes** |
| Please read 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 you address each of the areas of the person specification in your application where possible * Please ensure that this form is returned by the closing date * All offers of appointment will be subject to satisfactory references, proof of qualifications (if required), occupational health clearance and eligibility to work documentation. 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. |
| * 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 * Think about your experience  1. How can you show that you have the skills, knowledge and experience necessary? 2. Explaining your past and present jobs or interests to someone else may help you to uncover hidden skills that you take for granted 3. Remember that unpaid work, voluntary work and work at home can be just as relevant as paid work 4. 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  1. Write the form out in draft to avoid mistakes and repetitions. 2. 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 217516 or 01246 217417.** |

**Guidance Notes Continued and Interviews**

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| **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. | | | | | | | | | | | |
| **Present or most recent employer**  **Present or most recent employer** | | | | | | | | | | | | |
| **Employer’s name and address:** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Date from:** |  | | | **Date to:** | | | |  | | | | |
| **Job title:** |  | | | | | | | | | | | |
| **Please outline your duties and responsibilities:** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Reason for leaving:** |  | | | | | | | | | | | |
| **Length of notice or date available:** | | | | | **Current Salary:** | | | | | | | |
|  | | | | |  | | | | | | | |
| **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 previous 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** | | |
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**Previous Employment/Professional Membership**

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| **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.**  **Education and Training** | | | | | | | | | | | |
| **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 title/subject** | | | | | **Qualification** | | | | **Dates** |
|  | |  | | | | |  | | | |  |
| **Experience and reasons for applying for the post**  **Experience and reasons for applying** | | | | | | | | | | | |
| **Using the Person Specification for the role please provide further details of any skills, knowledge and experience you have in each of these areas. \*\*Please note that candidates will be offered an interview if they demonstrate that they meet the requirements of the Person Specification. Please address the items on the person specification with examples and supply on separate sheets if necessary.** | | | | | | | | | | | |
| **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: | | | | | | | | | | | |
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| Do you hold a current driving licence? | | | | | | | | | | yes  no | |
| Do you have regular use of a vehicle? | | | | | | | | | | yes  no | |
| **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)*: | | | | | | | | | | | |
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| **Canvassing** | | | | | | | | | | | |
| Do you have a close personal relationship with a Board Member or an employee of Rykneld Homes Ltd (i.e. 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** | | | | | | | | | | | |
| 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.** | | | | | |
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| **Can references be taken up without further approval?** | | | | | | | | **yes**  **no** | | | |

**References**

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| **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 Selection process.  I understand that any offer of appointment and subsequent employment is dependent 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 Monitoring Form**

**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 colour, disability, age, HIV status, marital status, race, religion, gender, sexual identity, political beliefs or ethnic/national origin.

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.

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| 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? | | | | |  | | | | |

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| **Ethnic background** | | | |
| **WHITE** | | **BLACK OR BLACK BRITISH** | |
| British |  | Black African |  |
| Irish |  | Black Caribbean |  |
| Irish Traveller |  | Any other black background |  |
| Any other white background |  |  |  |
| **MIXED** | | **ASIAN OR ASIAN BRITISH** | |
| White and Asian |  | Bangladeshi |  |
| White and Black African |  | Indian |  |
| White and Black Caribbean |  | Pakistani |  |
| Any other mixed background |  | Any other Asian background |  |
| **CHINESE** | | **OTHER** | |
| Chinese |  | Any other ethnic background |  |

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| **Gender:** | | | | | | **Date of Birth:** |
| Male |  | Female |  | Non binary |  |  |

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| **Disability** | |
| You’re disabled under the Equality Act 2010 if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities. | |
| **Do you consider yourself to be disabled?** | **Yes**  **No** |

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| **Are you already employed by Rykneld Homes Ltd and applying for a change of job?** | **Yes**  **No** |

**You do not have to answer the following questions, however if you do, this information will be held in the strictest of confidence.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Religion** | | | | | |
| Buddhist |  | Christian |  | Hindu |  |
| Jewish |  | Muslim |  | Sikh |  |
| Any other religion |  | No religion |  |  |  |

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| **Sexuality** | | | |
| Heterosexual |  | Gay |  |
| Lesbian |  | Bisexual |  |
| Do not know |  |  |  |

**Thank you for your co-operation** Please email the form to [recruitment@rykneldhomes.org.uk](mailto:recruitment@rykneldhomes.org.uk)