**Main Details**

**Application for the post of**:

**First Name**: **Surname**:   
   
**Preferred Name**:

**Home Phone No:**  **Work Phone No:**

**Mobile Phone No:**  **Email address:**

**Address:**

**Town / City:** **County:**

**Post Code:**

**Are you eligible to work in the UK?** Yes or No

**Do you hold a full driving licence?**  Yes or No

Please list any endorsements, reason and date of endorsement

**Notice Period:** **Current Salary:**

**Where did you hear about this vacancy?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| North Devon Journal | North Devon Homes website | Other website | Word of mouth | Other |

**Are you a tenant of North Devon Homes?**  Yes or No

**Are you related to a board member, employee or tenant of North Devon Homes?** Yes or No

If yes, please give details

**Supporting Statement**

This is the exciting part; we want to hear why **you** should be selected for interview. Can you demonstrate how you meet the criteria in the job description and person specification? What makes you stand out from the rest? Do you share our values and how?

Please use no more than two sides of A4.

**Supporting Statement continued**

**You’re nearly there!**

Finally, **please attach your CV** as this will assist the short listing process.

Please ensure your CV includes the:

Education / Qualifications / Grades.

Employment history including start and end dates

Anything else you would like us to know about you!

Should you be offered a role with us, as part of our referencing process and pre-employment screening you will need to provide us with two references.

**Declaration**

The information I have provided is correct to the best of my knowledge and belief and I do not know any reason why the company would not be permitted to employ me.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

**Equal Opportunities Form**

As part of our Equal Opportunities policy we request you to fill out the following form. This information will be collated and will only be used in connection with and for the purpose of North Devon Homes Equality and Diversity Policy.

**Title: First Name**:

**Surname**:

**Date of Birth**: **Gender**:

**Ethnic Group**: Please select appropriate box

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *White* | *Mixed* | *Asian* | *Black* | *Chinese* |
| White British | White & Black Caribbean | Asian British | Black British | Chinese British |
| Other White background | White & Black African | Indian | Caribbean | Chinese |
|  | White & Asian | Pakistani | African | Other Chinese background |
|  | Other Mixed background | Bangladeshi | Other Black Background |  |
|  |  | Other Asian Background |  |  |

**Religion**: Please select appropriate box

|  |  |  |  |
| --- | --- | --- | --- |
| Christianity | Islam | Buddhism | Hinduism |
| Judaism | Sikhism | None | Prefer not to say |

**Sexual Orientation**: Please select appropriate box

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Heterosexual | Bi-Sexual | Gay Woman | Gay Man | Prefer not to say |

**Equal Opportunities Form**

**Disability and special needs**

Wherever possible and reasonable we will make adjustments and offer alternatives to enable a person with a disability to access the application and appointment process fairly.

The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment that is long term and has a substantial adverse effect on his or her ability to carry out normal day to day activities.

**Do you consider yourself to have such a disability?** Yes / No / Prefer not to say

Do you require any **reasonable adjustments** to be made to enable you to fulfil the position for which you have applied? Yes or No

**Rehabilitation of Offenders Act 1974**

Have you ever been convicted of any criminal offence or received a caution, reprimand or warning which is not considered spent under the Rehabilitation of Offenders Act 1974?

**Yes or No**

If ‘yes’ please give details on a separate sheet and attach in a sealed envelope marked ‘confidential’

Under the ROA 1974, Exceptions Order 1975, if the role for which you are applying involves access to children or vulnerable adults, the details of all convictions, cautions, reprimands and warnings (whether spent or not) will have to be declared via a DBS and barred list check.