



CAUSEWAY IRISH HOUSING ASSOCIATION

APPLICATION FORM

Role applied for:	
Where did you see the post advertised?:	

PERSONAL DETAILS			
Title:		Surname:	
		First Names:	
Address:			
City:		Postcode:	
Email:			
Telephone:			

PRESENT OR MOST RECENT EMPLOYER			
Job Title:			
Salary:			
Employer:			
Address:			
Start Date:		Leaving Date:	
Notice Required:			
Reason for Leaving:			
Details of Responsibilities:			

PREVIOUS EMPLOYMENT

Please start with your present/most recent job and list all employers, voluntary work in chronological order since leaving education. Please include any gaps with dates.

Employer's Name and Address:	Job Title and Main Duties:	From – To: <i>Month/Year</i>	Reason for Leaving:

EDUCATION AND TRAINING

From – To: <i>Month/Year</i>	Provider:	Examinations or Professional Qualifications:

SUPPORTING STATEMENT

*The supporting statement will help us decide how closely you meet the demands of the job. Please explain why you are applying for this vacancy and by using appropriate examples demonstrate your skills, experience and achievements are relevant to the job description/person specification. You may continue on **NO MORE** than two sides of A4 paper.*

REFERENCES

*Please give the contact details of two referees. One of these must be your current/most recent employer.
References will only be contacted if an offer of employment is made.*

REFERENCE 1:

Name:	
Address:	
Position:	
Relationship:	
Telephone No:	
Email:	

REFERENCE 2

Name:	
Address:	
Position:	
Relationship:	
Telephone No:	
Email:	

CRIMINAL CONVICTIONS

Appointment to this post is subject to a Criminal Record Bureau Check. Due to the nature of the role, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975. Applicants are required to give all relevant information about all convictions, cautions and bind-overs, including those spent under the provisions of the Act. Disclosure of a criminal conviction, including spent convictions, or prosecutions pending will not necessarily exclude you from employment. However, a false statement could lead to dismissal. Any information given will be confidential and will be considered only in relation to an application for positions to which the Order applies.

Have you ever been convicted of a criminal offence (including those considered spent under the Rehabilitation of Offenders Act)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If Yes, please give details below.

Date:	Offence:	Details:

Have you ever received a caution, bind-over or do you have any prosecutions pending (including those considered spent under the Rehabilitation of Offenders Act)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If Yes, please give details below.

Date:	Offence:	Details:

OTHER		
Do you need a visa to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, please provide details:		
Have you been dismissed or given a disciplinary warning in your previous employment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you require any reasonable adjustments to be made during the recruitment process?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, please provide details:		

DECLARATION	
<p>The information provided on this form will be processed in accordance with the DPA 1998 and GDPR 2018. By signing this form you are consenting to this information being processed. If you are offered the role it will form the basis of your records otherwise it will be destroyed in six months.</p> <p>I confirm that to the best of my knowledge that the information given on this application form is true and can be treated as part of any subsequent contract of employment.</p>	
Signed:	Date: