

# Thorngate Living

## Application for Employment – Sheltered Housing

Please answer all questions in full – all information will be treated in confidence.  
Complete in black ball point ink and in block capitals – tick the appropriate boxes.

### Position details

Position applied for

Job reference number  Applicant reference number

How did you hear of this vacancy? Advertisement  Online search engine  Thorngate website

Friend / family  Current resident/employee  Other

### Your details

First name

Middle name(s)

Last/family name

Address

Postcode

National Insurance No

Telephone  Email

Do you need a work permit to take up employment in the UK? Yes  No

If yes, give details

### Your education and qualifications

Give details of education including any professional and vocational qualifications:

Name and town of school(s) / college(s) / university	Dates		Subject / courses studied, level / type of training	Examination result / grade (include any exams failed)
	From	To		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Professional associations / accreditations**

Are you a member of any technical or professional associations? Yes  No

Professional body	Qualifications or Grade of Membership	Expiry/Renewal Date	Registration Number

**Current or most recent employer**

Company

Address   
  
 Postcode

Telephone  Email

Position held  Department

Present Grade  Present salary

Date appointed  Date left  Period of notice

Reasons for leaving

Name of Manager / Supervisor

Job title

Telephone  Email

**This person will be contacted for a reference.**

May we contact your present employer for a reference prior to interview? Yes  No

**Reference**

Give the name and contact details of a second reference who is not related to you, nor a friend or neighbour, who we can approach for a confidential assessment of your suitability for this job.

Name  Position

Company

Address

Telephone  Email

May we contact your second reference prior to interview? Yes  No

**Employment history**

Give details of your last 5 employers or all the organisations for which you have worked during the last 10 years whichever is greater (continue on a separate sheet if necessary):

Name(s) and town(s) of employer(s)	Dates		Position held / main duties	Starting / leaving salary	Reason for leaving
	From	To			

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**Additional skills**

Give details of any experience, skill or achievements which you feel may be relevant to your application for employment

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Five horizontal orange input fields for providing additional skills.

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**Supplementary information**

List your interests, sports, hobbies, etc

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Two horizontal orange input fields for listing interests, sports, and hobbies.

Do you have a current, full, clean driving licence? Yes  No

If no, give details

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Two horizontal orange input fields for providing details if no driving licence.

Do you have your own transport? Yes  No

Are you related to any member of staff at Thorngate Living? Yes  No

If yes, give details

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One horizontal orange input field for providing details if related to staff.

Have you ever worked for us before? Yes  No

If yes, give details of reason for leaving

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Three horizontal orange input fields for providing details of reason for leaving.

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**Declaration of applicant**

To the best of my knowledge and belief the statements made in this application are true and correct. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.

Signed

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Orange input field for the applicant's signature.

Date

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Orange input field for the date.

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**FOR OFFICE USE ONLY – INTERVIEW RECORD**

Interviewed by		Date		Time	
Comments / areas to examine					
Decision: Accept	<input type="checkbox"/>	Further interview	<input type="checkbox"/>	Reject	<input type="checkbox"/>
Acceptance/Rejection letter sent date					
Interviewer's report and reasons for decision					
Signature of interviewer				Date	

**FOR OFFICE USE ONLY – APPOINTMENT RECORD (to be completed where there is an offer of employment)**

Conditional offer letter: Date sent		Response: Acceptance / Refusal / No reply			
Request for reference 1: Date sent		Response: Satisfactory / Further enquiry / No reply			
Request for reference 2: Date sent		Response: Satisfactory / Further enquiry / No reply			
Medical Report: Date received		Response: Satisfactory / Further enquiry / Unsuitable			
Other conditions: Work permit					
Starting date		Grade		Starting salary	
Job Title			Personnel / Clock number		



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Registered charity number 1169965. Registered non-profit private provider of social housing number 4839.