



Application Form

The New Connection

Refer to Guidance Notes to assist with completing this form.
Please complete the form using BLACK INK as it may be photocopied.
Alternatively, you may word process or type the information.
Information provided on CVs will not be considered.

CONFIDENTIAL

Job applied for
<input type="text"/>
Location
<input type="text"/>
Where did you see the position advertised?
<input type="text"/>

Personal details

1	Name in BLOCK CAPITALS Surname
	<input type="text"/>
	First names
	<input type="text"/>

2	Address in BLOCK CAPITALS	
	Permanent address	
	<input type="text"/>	
	Postcode	Daytime telephone number
	Email	Mobile number
	Contact address (if different from above)	
	<input type="text"/>	
	Postcode	Telephone number or number where a message may be left
	Email	

NAME:

JOB TITLE:

Employment monitoring

Coastline Housing Ltd is committed to providing equality of opportunity. No employee or prospective employee shall receive less favourable treatment due to race, ethnic or national origin, gender, age, marital status or disability. The information in this section will not be used in the selection process.

Marital status (please tick the appropriate box)

Single Married Separated Divorced Co-habiting Other

Disability

Do you consider yourself to be a person with a disability by the Disability Discrimination Act 1995? *i.e. Do you consider yourself to be someone who has a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities?*

Yes No

If you have any special requirements to assist you with an interview please detail them and, if required, we will endeavour to make any necessary reasonable adjustments.

Ethnic group (please tick appropriate box)

(Please tick the box that best describes your ethnic origin)

Please note that ethnic origin is not a matter of nationality, right of abode in the UK or place of birth.

1 White

British
Irish

Any other (please specify)

3 Asian or Asian British

Indian
Pakistani
Bangladeshi

Any other (please specify)

5 Chinese or any other ethnic group

Chinese

Any other (please specify)

2 Mixed

White/Black Caribbean
White/Black African
White/Asian

Any other (please specify)

4 Black or Black British

Caribbean
African

Any other (please specify)

Age (please tick the appropriate box)

Under 25 25-34 35-44 45-54 Over 54

Gender (please tick the appropriate box)

Male Female

Rehabilitation of offenders

Have you any convictions that are not spent under the Rehabilitation of Offenders Act? (please see attached information). Yes No

If yes, please give details:

Present or most recent employer

3	Employer's name and address	Date started	Date left/ still employed	Position held and summary of duties	Reason for leaving
Salary			Notice Required		

Previous employment

4	Please start with the most recent job, before the one detailed above. Continue on a separate sheet if necessary				
	Employer's name and address	Date started	Date left	Position held, summary of duties & salary	Reason for leaving

Education, professional qualifications, other relevant training

5

Course details and examining board

Qualifications obtained with grades, membership of professional institutions, etc.

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Additional qualifications and experience

6

Please give details of any other qualifications or experience you have which you consider to be relevant to your application, including those gained outside the workplace.

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Reasons for applying and additional information

- 7** Please explain why you are applying for this vacancy and how your transferable skills, experience and achievements make you suitable for this job - as described in the 'person specification'.
(You may continue on no more than two additional sides of A4).

Availability and interview arrangements

- 8** Dates when NOT available for interview (please see probable interview dates).
We cannot undertake to avoid these dates but will try to do so.

Declaration of interests

- 9** Are you a close relative of an employee/customer or non-executive Director of Coastline?
If yes, please give details:

Driving requirements

- 10** Tick appropriate box if the job described states that candidates must be able to drive. If you are unable to drive due to a disability, please ensure that you tell us if you are invited to an interview. (See the employment monitoring section of this application).

Do you have access to a motor vehicle? Yes No

Do you hold a full current United Kingdom driving licence? Yes No

Referees

- 11** Please give the names and addresses of two referees (who are not related to you), one of which must be your current or most recent employer.

Name

Address

Postcode

May we obtain references now? Yes No

Name

Address

Postcode

May we obtain references now? Yes No

Please note appointment will only be confirmed subject to receipt of references and health and pre-employment checks that are satisfactory to us.

Please sign and date this form

- 12** The Company is obtaining this information from you for the purpose of assessing your application against our job requirements, monitoring our Equal Opportunities in Employment Policy and for any subsequent employment related purposes. We will not divulge it to any third parties (except where legally required) or use it for any other purpose unless we first obtain your explicit consent.

I declare that the information I have given in this application is, to the best of my knowledge and belief, true and correct. I understand that if it is subsequently discovered that any statement is false or incomplete and I have already been employed, I may be dismissed.

Signature

Date