



**High Peak**  
Community Housing

## APPLICATION FOR APPOINTMENT

### GENERAL GUIDANCE NOTES

#### BEFORE COMPLETING THE APPLICATION FORM

- Read the **job description** and **candidate profile** carefully.
- Ask yourself whether you meet the **essential** requirements identified.
- Think carefully about your **skills**, **knowledge** and **experience**.

These documents will be used throughout the selection process

With the exception of reasonable adjustments to overcome disabilities (see below), candidates will normally be expected to meet all the essential criteria identified to be eligible for short-listing.

Remember that unpaid work and work at home can be just as relevant as paid work.

---

#### WHEN COMPLETING THE APPLICATION FORM

Remember that you will need to **demonstrate** that you have the skills, knowledge and experience necessary to do the job. It will not be enough simply to state that you meet certain criteria. Unsupported statements will not be considered. Always give examples; the short-listing panel will be looking for **evidence** of the skills, knowledge and experience required.

---

#### EQUAL OPPORTUNITIES

We will appoint the best person for the job, irrespective of race, gender or disability. We take care to identify the requirements we feel are genuinely needed to do the job. but in line with our obligations under the Disability Discrimination Act 1995 we will give serious consideration to any reasonable adjustments which would overcome a candidate's disabilities. There is no restriction on what might constitute a reasonable adjustment. It could involve, for instance :

- the provision of a particular piece of equipment
- altering access arrangements/layout of the workplace
- a review of the specified hours of work
- a reviewing of specific duties (e.g driving)

**If you are in any doubt, please do not hesitate to contact the HR Team.**



**High Peak**  
Community Housing

*committed to equal opportunities*

## CONFIDENTIAL JOB APPLICATION FORM

Please complete in black ink or type and return to : HR team (recruitment), High Peak Community Housing, Municipal Buildings, Glossop, Derbyshire, SK 13 8AF

TITLE OF POST APPLIED FOR :

BUSINESS AREA :

CLOSING DATE:

### 1. PERSONAL DETAILS

SURNAME:

NATIONAL INSURANCE NO:

INITIALS:

Do you have a current driving licence? yes/no

Do you have any penalty points? yes/no

Type of licence:

Full

Provisional

HGV Class I

II

III

NAME & TYPE OF SCHOOL/COLLEGE	EXAMINATIONS TAKEN	GRADE

### 3. MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS

Name of Association	Membership grade	Was membership by examination?	Method of study	Date (year)

**EVIDENCE OF QUALIFICATIONS WILL BE REQUIRED IN THE EVENT OF AN OFFER OF EMPLOYMENT BEING MADE.**

<b>4. PRESENT (or most recent) EMPLOYER</b> Please give details of current post or posts held if more than one.		
NAME OF EMPLOYER & TYPE OF BUSINESS	JOB TITLE	
	DATE COMMENCED	DATE OF LEAVING (if applicable)
	PRESENT/FINAL WAGE/SALARY	
	PRESENT GRADE (if applicable)	
	NOTICE REQUIRED	
	REASON FOR SEEKING OTHER EMPLOYMENT	
BRIEF SUMMARY OF DUTIES		

<b>5. PREVIOUS EMPLOYMENT</b> (Please start with most recent)					
Employer	Job Title	Grade/Salary	Dates		Reason for leaving
			From	To	

6. Please give information in support of your application, e.g. a brief description of your relevant experience. Continue on a separate sheet if necessary.

7. How many days have you been absent from work/education in the last 2 years (apart from holidays) and why?

---

8. Please indicate your sports, hobbies and other interests

**9. REFEREES** (One of whom should be your present employer, or if unemployed, your last employer)

<p>a. Name:</p> <p>Position held by referee:</p> <p>Organisation: (If appropriate)</p> <p>Address:</p> <p>Telephone:                      Fax:</p> <p>E-mail:</p>	<p>b. Name</p> <p>Position held by referee:</p> <p>Organisation: (If appropriate)</p> <p>Address:</p> <p>Telephone:                      Fax:</p> <p>E-mail:</p>
---	--

Please note: Present employers will only be contacted in the event of your being offered the appointment.

10. Please state below the name and job title of any relative who is presently employed by the Company, or who is on the High Peak Community Housing Management Board.

**Canvassing will disqualify**

**11. REHABILITATION OF OFFENDERS**

Have you been convicted of a criminal offence (other than motoring offences or spent convictions under the terms of the Rehabilitation of Offenders Act 1974)?                      yes/no

If 'yes', please specify on a separate sheet.

**In the interests of economy, receipt of your application form will not be acknowledged unless a stamped addressed envelope is enclosed. If you have not been called for interview within 3 weeks of the closing date, please assume that your application has been unsuccessful.**

**12. JOB SHARE**

If you wish to apply on the basis of job-sharing, please tick box.

**13. DECLARATION**

I understand that any offer of employment will be subject to the information on this application being complete and correct. Any false information or a failure to supply the details under Section 11 above, could make an offer of employment invalid or lead to termination of employment.

Signed ..... Date .....

(Initials and surname only)

Please state how you learned of this vacancy .....

**PLEASE REMEMBER TO COMPLETE AND RETURN THE EQUAL OPPORTUNITIES MONITORING FORM**



Under the Disability Discrimination Act 1995 employers have a duty to make 'reasonable adjustments' if their employment arrangements or premises place disabled people at a substantial disadvantage compared with non-disabled people. The Company takes its obligations under the Act seriously but in any event it is committed to developing the careers of disabled people on an equal basis with everyone else. To this end, although you do not have to complete this part of the form, clearly, the more notice we are given of the possible need to make reasonable adjustments the more chance we will have of giving the matter our fullest consideration. Please answer **Yes** or **No** as appropriate and use the spaces provided to detail your needs.

**As a result of your disability:**

**Would you have any particular requirements regarding access (eg adjacent car parking; wheelchair access; mobility restricted to ground floor level)?**

Yes  No

**Are you aware of any technology or equipment which would help you do the job?**

Yes  No

**Is there any other assistance of a non-technical nature, which would help you do the job?**

Yes  No

**Would any of the duties identified cause you significant difficulties?**

Yes  No

**Please detail below any specific requirements you may have to enable you to attend an interview.**