*HNHA manages personal data in line with the current GDPR legislation, effective since 25.05.2018. For more information on how we manage your data, please refer to our Candidate’s Privacy Notice available on our website at:* [*www.harrogateneighbours.co.uk*](http://www.harrogateneighbours.co.uk/) *to see our Privacy Notice.   
If you cannot access this electronically, please request a copy.*

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| **Please return to:** Recruitment Coordinator The Cuttings  164 Station View  Harrogate HG2 7DZ  **Email to:** recruitment@hnha.co.uk | **As part of our recruitment process, all applicants MUST complete this application form in full alongside a CV, if applicable** | |
| **Applying for (job vacancy)** |  |
| **How did you hear about this vacancy?**  ***E.g., Indeed, Facebook, Word of Mouth, Google, Current Employee*** |  |

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| 1. **Personal Details** | | | | | | | |
| **Title** |  | **First Name** |  | | **Last Name** | |  |
| **Address** |  | | | **Mobile No.** | |  | |
|  | | | **Home Tel No.** | |  | |
|  | | | **Daytime No.** | |  | |
|  | | | **Email Address** | |  | |
|  | | | **NI Number** | |  | |
| **Postcode** |  | | | **Date of Birth** | |  | |

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| **Driving is mainly for Community Care Assistants; however, some roles require you to be able to drive our communal vehicles or your own vehicle.** *Please circle or highlight.* | | | | | |
| **Do you hold a full, clean driving license, valid in the UK?** | YES | NO | **Do you have use of your own car?** | YES | NO |
| **If Yes, do you have business insurance?** | | | | YES | NO |

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| 1. **Preferred hours -** *If the job you are applying for specifies working hours in the advert, then it is likely that we will require these hours for the position. However, if you are applying for a position with no set hours, we may be more flexible. Please state your availability below by marking an ‘X’ in the appropriate boxes.* | | | | | | | | | | |
| **Please indicate your availability** | **Full Time** |  |  | **Mon** | **Tues** | **Weds** | **Thurs** | **Fri** | **Sat** | **Sun** |
| **Morning** |  |  |  |  |  |  |  |
| **Part Time** |  | **Afternoon** |  |  |  |  |  |  |  |
| **Evening** |  |  |  |  |  |  |  |
| **Overnight** |  |  |  |  |  |  |  |

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| 1. **Education/Qualifications –** *Please provide the below information in chronological order, starting from your most recent course:* | | | |
| Secondary School | Study Dates | Qualification and Grades | Date Obtained |
|  |  |  |  |
| College/University | Study Dates | Qualification and Grades | Date Obtained |
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| Professional Development or Courses | Study Dates | Qualification and Grades | Date Obtained |
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| 1. **Training and Development -** *Please use the space below to give any details of any training or non-qualification-based development which is relevant to the post and supports your application:* | | |
| Training Course | Course Details | Date Obtained |
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| Current Membership of any Professional Body/Organisation: | | |
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| 1. **Employment History –** *Please include any previous experience (paid or unpaid), starting with the most  recent first, working backwards from there. Please provide as much information as possible. If you have any gaps in employment, please state gaps and reasons.* | | | | | | | | | |
| Current or most recent employer | | | | | | | | | |
| Company Name |  | | Your Position | | | |  | | |
|  | | From (mm/yy) | | | |  | | To (mm/yy) |  |
| Company Address |  | | | Hours Worked | | |  | | |
|  | | | Notice Period | | |  | | |
|  | | |  | | | | | |
| Reason for leaving / seeking new employment | | | | |  | | | | |
| Brief description of duties/responsibilities | | | | | | | | | |
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| **Full employment history** | | | | |
| Employer’s name and nature of the business | Position held | From  *(mm/yy)* | To  *(mm/yy)* | Reason for Leaving |
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| ***If you cannot fit all your employment history on here, please continue on a separate sheet*** | | | | |
| Please use this box to outline any gaps in your employment and the reason for gaps | | | | |
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| 1. **Supporting Statement –** *Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities.* |
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| 1. **Employment References –** *As part of our recruitment process, we require at least* ***2*** *employer references, please supply us with details of* ***3 referees*** *– Reference 1* ***must*** *be your current or most recent employer.* ***Note: we only request dates of employment and confirmation******of any safeguarding issues.*** | | | |
| **Reference 1: Current Employer** *(or most recent if you are presently unemployed)* | | | |
| **Company Name** |  | **Contact Number** |  |
| **Contact Name** |  | **Company Email** |  |
| *Please* ***DO NOT*** *use personal emails such as Gmail, Hotmail, or Outlook. Employer references MUST be company emails only.* | | | |
| **Reference 2: Previous Employer** *(immediately before current/most recent)* | | | |
| **Company Name** |  | **Contact Number** |  |
| **Contact Name** |  | **Company Email** |  |
| *Please* ***DO NOT*** *use personal emails such as Gmail, Hotmail, or Outlook. Employer references MUST be company emails only.* | | | |
| **Reference 3: Previous Employer** | | | |
| **Company Name** |  | **Contact Number** |  |
| **Contact Name** |  | **Company Email** |  |
| *Please* ***DO NOT*** *use personal emails such as Gmail, Hotmail, or Outlook. Employer references MUST be company emails only.* | | | |

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| **Consent for Reference Requests** | | | | |
| *Please sign and print your name below to give your consent for us to apply to your referees* | | | | |
| *I hereby give Harrogate Neighbours my written and verbal consent to contact the following employers for recruitment purposes* | **Reference 1** | YES | | NO |
| **Reference 2** | YES | | NO |
| **Reference 3** | YES | | NO |
|  | | | | |
| **Signature:** | **Print Name** | | **Date** | |
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| 1. **Convictions/Disqualifications/DBS process** | | |
| To ensure the safety of our service users, a DBS (Disclosure Barring Service) check must be completed for all positions. A criminal record will not necessarily be a bar to obtaining a position at HNHA. If a check is returned and reveals any information, this will be discussed with the applicant. The Chief Executive will make a decision as to whether the offer of employment should be withdrawn. ***There is a charge of £50.00 for an Enhanced DBS check which will be refunded on successfully completing your probationary period – usually 6 months after your start date.***  **Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986**  We would draw your attention to the following statement :  *“Because of the nature of the work for which you are applying, 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 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.*  Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order (past criminal proceedings are not necessarily an obstacle to taking up a post). This occurs only where the offence/s is/are deemed relevant. Any details will be discussed with you should you be successful based on your supporting statement, interview, and tests). | | |
| **Are you, or have you ever been, any of the following?** *Please circle or highlight* | | |
| **The subject of any police investigation and/or prosecution in the UK or elsewhere?** | YES | NO |
| **Subject to an investigation or proceedings by anybody having regulatory function in relation to health/social care?** | YES | NO |
| **Disqualified from practice of a profession or are you required to practice subject to specific limitations following a fitness to practice investigation by a regulatory body in the UK or elsewhere?** | YES | NO |
| **Have you ever had any conviction, cautions, bind overs, or reprimands?** | YES | NO |
| **If you answered YES to any of the above, please provide details below, including relevant dates:** | | |
|  | | |
| *Anything that is revealed on an* ***Enhanced DBS check*** *that is* ***NOT DECLARED*** *on this application form will result in any provisional offer of employment being withdrawn.* ***All information is treated with the strictest of confidence in line with the Data Protection Act 2018 (GDPR)*** | | |

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| **DBS Update Service -** *The Update Service is an online subscription that allows you to keep your enhanced DBS certificates up-to-date and allows employers to check a certificate online. You can join the Update Service as soon as you have your application form reference number within 19 days of the date of the certificate. There is a yearly subscription payment associated with this service.* | | |
| **Have you registered with the DBS Update Service?** | YES | NO |
| **If YES, please state your Full Name and your Date of Birth as they appear on your certificate** |  | |
| **If YES, please enter your DBS Certificate Number** *(top right of your certificate)* |  | |
| In order to agree an employment start-date, Harrogate Neighbours requires either a copy of your DBS certificate or your authorisation to complete a portability check if you are already registered with the DBS update service The Update Service is a paid online subscription service that lets you keep your standard and enhanced DBS certificates up to date.  **Please sign below to acknowledge you have read the enclosed DBS Code of Practice and your acceptance of the above terms. *All of the above information is true and correct to the best of my knowledge.*** | | |
|  | | |
| **Signature:** | **Print Name:** | **Date:** |
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| 1. **Reasonable Adjustments/Arrangements for Interview/Pre-arranged Holidays** | | |
| **Are you subject to any conditions relating to your employment in this country?** | YES | NO |
| If YES, please tell us what they are: | | |
|  | | |
| **Are you closely related or married to a member of Staff or the Board of Trustees?** | YES | NO |
| If YES, please tell us who: | | |
|  | | |
| **If you need us to make any adaptations for your interview to accommodate any disability you may have, please tell us what these should be** | | |
|  | | |
| **Please give details of any prearranged holidays** | | |
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| **If appointed, when could you start? Please give notice period if applicable.** | | |
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| 1. **Declaration** | | |
| **Statement to be signed by the Applicant.**  Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.  ***I agree that Harrogate Neighbours Housing Association can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 2018 (GDPR).***  ***I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn, or employment terminated.*** | | |
|  | | |
| **Signature:** | **Print Name:** | **Date:** |
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***Guidance Sheet***

*Please read through the following guidelines if you need advice on   
how to complete your application form.*

**Please complete ALL sections of the form.**

**Please ensure the form is tidy and try to avoid mistakes** by writing out a version first to make sure you are happy with the information you are providing. Always read through your final version before you send it.

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| --- |
| Please note, we reserve the right to close this advertisement earlier than the closing date should we appoint a successful. So, please apply as soon as possible. |
| **To complete your application:** |
| **-** Please complete your application form in full and supply a CV to support |
| **-** If you are unable to supply us with a CV, please complete pages 6-7 to outline your full employment and qualification/education history |
| - Please type or write clearly |
| - Ensure you clearly state the job title you are applying for |
|  |
| **References (Section 7):** |
| - Please make sure that you have given the full contact details of your referees. |
| - We will not approach your referees without your permission. |
| - If you have no employer references, we will take up references with named individuals from your previous school, college, or university, or from people who you know in a professional capacity. Please discuss with us. |
| - Please do not provide two references from the same organisation. |
| - If your referee has left an organisation, please give us general company contact information and we will obtain the reference from another member of staff or their HR office. |
| **- You will only be confirmed in the position once we are satisfied with the information received from your referees** |
|  |
| **Please consider the following:** |
| - Applications can only be assessed on the information you provide. You need to clearly demonstrate your capabilities. |
| - Do not forget to present this section in relation to the job description. |
| - We expect your supporting statement to be a minimum of 1/2 of a side of A4. |
| - Honesty is always the best policy; please do not make false claims. |
| - If you a making a career change, please stress what skills are transferable to the role you are applying for. |
| - Ensure you return your application form in good time within the application deadline |
| - Harrogate Neighbours reserves the right to close this advertisement earlier than the closing date should we appoint a successful candidate. So, please apply as soon as possible to avoid disappointment. |

S:\RECRUITMENT DOCUMENTS\APPLICATION FORMS\Application Form - Jobs at Harrogate Neighbours (Updated 19.1.23).docx