

REFERENCE NUMBER:

For office use only

we are aspire



Job application form

PRIVATE & CONFIDENTIAL

Please email completed application forms to;

recruitment@aspiregroup.org.uk

Or return by post to:

HRD Department
Aspire Group
Kingsley
The Brampton
Newcastle
ST5 0QW

we build / we train / we support : we are aspire

The information provided on this form is to ensure that Aspire housing complies with its policy on ensuring Equality and Diversity in service delivery. To enable us to do this, we would be grateful if you would give the **details about yourself, which are requested below:**

Please complete the questions below in BLOCK CAPITALS:

PERSONAL DETAILS

Reference Number

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Position applied for:

Where did you see this position advertised?

Preferred Title: Please Select

Surname:

Forename(s):

Address:

NI Number:

E-mail address:

Daytime Contact No:

Home/Mobile No:

DECLARATION

I declare that the information given on this application form is, to the best of my knowledge, true. I understand that if it is subsequently discovered that any statement is false or misleading an offer of employment may be withdrawn or I may be dismissed from employment by the Company without compensation.

Signature

Date

Gender: Please Select

Ethnicity: Please Select

Date of Birth:

Age:

Disability

Under the Disability Discrimination Act 1995 (Amendment) Regulations 2003 a person is considered to have a disability if he/she has a physical or mental impairment which has a sustained and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

Nationality: Please Select

Sexual Orientation: Please Select

Religious Beliefs: Please Select

other religious beliefs (specify)

Marital Status: Please Select

Declaration of Interest:

Are you a customer of the Company? Please Select

Are you related to a Non-Executive Director or Existing

Member of staff of the company? Please Select

If yes, please give details...

Asylum & Immigration Act

In order to comply with the Asylum and Immigration Act 1996 the successful candidate will be asked to provide evidence of his/her ability to work in the UK before commencing employment.

Do you have the right to work in the UK? Please Select

Data Protection Act 1998

This form will be detached and will not be seen by the selection panel. Information in this application will be kept confidentially by the Company and used for the exclusive purposes of recruitment employment. Once the recruitment and selection process the data will be stored and used for your personnel records. Please indicate your consent for the information to be used this purpose.

Experience

Please start with your current/most recent employment and include any other relevant working activities. Include explanations for any gaps in your employment history. Please continue on a separate sheet if necessary. (Please note we do not accept CVs)

Company Name Job Title

From Notice Period/
Date Left Salary

Main duties and responsibilities

Reasons for leaving (please be specific)

Company Name Job Title

From Notice Period/
Date Left Salary

Main duties and responsibilities

Reasons for leaving (please be specific)

Company Name Job Title

From Notice Period/
Date Left Salary

Main duties and responsibilities

Reasons for Leaving (please be specific)

MEMBER OF PROFESSIONAL/TECHNICAL INSTITUTES

Since	Membership Status	Body

EDUCATION SKILLS AND QUALIFICATIONS

Please give details in date order with the most recent first. Remember to include all your professional qualifications and

School/College	Qualifications	Grades

any part-time studies or courses undertaken in your own time.

Do you have a current valid driving licence? Please Select

LANGUAGES

Other than English, do you speak another language? Please Select

If yes, please give details

REFERENCES

please give the name and address of two referees, one of whom must be your last employer. There will be requested at Shortlisting Stage.

May we contact the references without contacting you? Please Select

Name

Name

Address

Address

Job Title

Job Title

Day Time
Tel. No.

Daytime
Tel. No.

Email Address

Email Address

Occupation/
Relationship

Occupation/
Relationship

(This should not be a relative or partner)

(This should not be a relative or partner)

Please confirm your understanding of this? Please Select

Please describe why you are applying for the post, relating your experience/skill set to the person specification and job description. Please attach additional sheets as necessary. (Please note we do not accept CVs)

Guidance to Applicants for employment with Aspire Housing

Our Policy on the employment of Ex-Offenders is available from the Human Resources Team. We require all applicants for employment with this Company to declare any convictions(s) or charge(s) still outstanding against them in respect of a criminal offence, subject to the Rehabilitation of Offenders Act 1974.

The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become 'spent' after a 'rehabilitation period'. A rehabilitation period is a set length of time from the date of conviction. This means that if a certain period of time has passed since the date on which you were convicted (see table overleaf) the conviction becomes 'spent' and you are not normally obliged to declare the conviction when applying for a job.

However a sentence of more than 2.5 years' imprisonment can never become 'spent' and should be disclosed. Offenders subject to lifelong post-release supervision must inform Aspire Housing of their status.

If you are applying for employment which is not protected by the above Act e.g. employment in connection with the provision of social services ect. Or that involving access to person under the age of 18 or over the age of 65, then even 'spent' convictions must be disclosed. In respect of Aspire Housing this includes employment in the following areas scheme Managers Community Support Officer. On these posts we will always seek a 'disclosure' from the Criminal Records Bureau for the successful candidate and any offer of employment will be made subject to a satisfactory 'disclosure'. This system has been introduced under Part V of the Police Act 1997.

Do you have any convictions or charges outstanding? Please Select

If YES, please give details below of any convictions or charges outstanding in respect of all offences (or alleged offences) including driving offences. If you inadvertently disclose a conviction which is regarded as 'spent' it will be ignored unless you are applying for employment to one of the posts listed above which is not protected by the Act.

Date	Court	Offence	Sentence

A criminal record will not necessarily be a bar to obtaining a position with Aspire Housing. Failure to declare a conviction as outlined above may result in dismissal from the Company's service.

Name Post Applied for

Signature Date

On completion please return this form to the Human Resources Section together with your completed Application. **It will be treated as confidential.** If you are applying for a post for which a Disclosure will be sought, you may send full details about any details, which may be revealed by Disclosure to the Head of Organisation Development in a sealed envelope. This information may then be discussed with you at interview. Your explanation of events is vital.

REHABILITATION PERIODS	
• Sentence ** of imprisonment between 6 months and 2.5 years	10 years
• Sentence ** of imprisonment of 6 months or less	7 years
Sentence of borstal training (abolished in 1983)	5 year
• Fines, Probation, Compensation, Community Service, Combination and Curfew Order	6 months
Conditional discharge, supervision orders/care orders or bind over	1 year or until the order expires (whichever is the longer)
Detention Centre order (abolished in 1998)	3 year
Remand home order an approved school order or an attendance centre order	The period of the order and a further year after the order expires
Hospital Order	5 years or a further 2 year after the order expires (whichever is the longer)

* These rehabilitation periods are halved for persons who are under 17 years of age when they were convicted.

** It is immaterial for the purposes of calculating a rehabilitation period whether a sentence is suspended or not.

Offences committed whilst serving in the armed forces are treated as set out above. The following rehabilitation are for specific types of punishment with these rehabilitation periods being halved for offenders under the age 17 at the time of conviction.

For cashiering discharge with ignominy for discharge with disgrace	10 years
For simple dismissal from the service	7 years
For detention	5 years

Further convictions may extend the rehabilitation period.

If someone is convicted of a further offence during the period of rehabilitation the Rehabilitation period of both offences is that of the one which expires later.

Cautions: These stay on a Criminal Record for 5 years but are not convictions.