

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:

HR Department
Aspire Housing
Kingsley
The Brampton
Newcastle
ST5 0QW

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

General Data Protection Regulations and Data Protection Act

There are two parts to this application form.

- Part 1 asks for information about your contact details and diversity data etc. This part is not shared with the selection panel. We process the information provided in Part 1 as follows:-
 - To communicate with you about your application (contact information),
 - For diversity monitoring (for information relating to protected characteristics),
 - To identify whether any reasonable adjustments need to be made to the recruitment process (if you have a disability); and
 - To ensure compliance with our Probity Policy (for any declarations of interest).
- Part 2 asks for information about your education and career history and why you want to work for Aspire Housing etc. This part is shared with the selection panel.

By choosing to apply for a role with Aspire Housing, you are consenting to provide us with personal data about yourself.

You can withdraw your consent at any time by emailing recruitment@aspiregroup.org.uk, however; without the information in Part 1A and Part 2 we will not be able to progress your application because we won't be able to decide whether you are suitable for appointment or not, nor will be able to contact you about your application.

For more information you can find our full privacy notice on our web site:

<https://www.aspirehousing.co.uk/privacy>

<https://achievetraining.org.uk/privacy/>

<https://realisefoundation.org.uk/privacy>

Once the recruitment and selection process has concluded the personal data in Parts 1 and 2 of your application form, together with any shortlisting and/or interview records and feedback given, will be processed and stored in line with our Privacy Notice and document retention policy.

PART 1

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 (Part 1A)

Reference Number (office use only)

Position applied for:

Where did you see this position advertised?

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 notice. In the event that I am offered a job I understand that where a post is exempt from the Rehabilitation of Offenders Act 1974 any offer of employment will be subject to satisfactory clearance of a DBS Check at the relevant level for the role.

(Part 1B)

Gender: Please Select

Ethnicity: Please Select

Date of Birth:

Age:

Disability

Under the Equality Act 2010 a person is considered to have a disability if they have a physical or mental impairment that has a 'substantial' and 'long-term' adverse effect on their ability to do normal daily activities.

Do you consider yourself disabled (tick if yes)? ☐

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

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 Have you ever been convicted of a criminal offence, which under the Rehabilitation of Offenders Act 1974 is not considered spent?

Yes ☐

No ☐

Our policy on the recruitment of ex-offenders is available from the Human Resources department.

General Data Protection Regulations

This Part 1 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 set out above.

Please sign here if you consent to your personal data being used for these purposes. If you do not consent to us processing this information for these purposes then please leave Part 1B blank.

Signature

Date

PART 2

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

School/College	Qualifications	Grades

Do you have a current valid driving licence? Please Select

REFERENCES

Please give the name and address of two referees, one of whom must be your last employer. They may be requested at Shortlisting Stage.

May we contact the references without contacting you? Please Select

Name

Address

Job Title

Day Time
Tel. No.

Email Address

Occupation/
Relationship

(This should
not be a relative or partner)

Name

Address

Job Title

Daytime
Tel. No.

Email Address

Occupation/
Relationship

(This should not be a relative or partner)

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