



INVESTOR IN PEOPLE

CUNNINGHAME HOUSING ASSOCIATION LTD



APPLICATION FOR APPOINTMENTS & PROMOTIONS

NOTE: As this form will be copied please use **BLACK INK and BLOCK LETTERS** or typescript

POST DETAILS

Post Designation:

Location/Department:

A PERSONAL DETAILS

Surname	Forename(s):	National Insurance No:
Address and Postcode		Do you hold a full current driving licence?
		Telephone (Home):
		Telephone (Business):
		Telephone (Mobile):
E-Mail Address:		

B RELATIONSHIP

As far as you know, are you related to either a staff or committee member of the Association?
If Yes, please provide details.

C FURTHER, VOCATIONAL AND HIGHER EDUCATION

List all Colleges, Polytechnics or Universities attended (give details of examinations taken and results awarded or awaiting). Non-UK educated applicants please specify country where study took place.

Secondary Education	Dates		Qualifications Obtained, Grade(s) and Major Subjects Studied			
	From	To				
College/University Education	Dates		Study Method		Qualifications Obtained, Grade(s) and Major Subjects Studied	Date Awarded/ Awaiting
	From	To	F/T	P/T		

D MEMBERSHIP OF PROFESSIONAL INSTITUTES/BODIES			
Name of Institute/Body		Level of Membership	Date Awarded

E PRESENT EMPLOYMENT	
Do we have your permission to contact your current employer prior to interview? Yes / No	
Name and Address of Employer:	Date Employment Commenced:
Position Held:	Present Salary and Benefits:
	Notice Required:
Brief Description of Duties and Achievements:	
Reason for Leaving?	

F PREVIOUS EMPLOYMENT (List in order, with most recent employer first) (You may continue on a separate sheet, if necessary)				
Dates		Name and Address of Employer	Position Held and Brief Description of Duties	Reason for Leaving
From	To			

G EXPERIENCE, SKILLS AND KNOWLEDGE

Please describe your interest in this role and the experience, skills and attributes that you would bring to it.
(Continue on a separate sheet, if necessary).

H REFEREES

Name, Address and Occupation of two Referees. They should know you in a work capacity, if previously employed. One of these Referees should be your current or most recent employer. * Please tick the box if you have any objections to a Referee being contacted prior to interview.

1, Name and Address of Referee:

2. Name and Address of Referee:

Phone No:

Phone No:

Occupation:

*

Occupation:

*

I HEALTH						
Give details of any sickness absence over the last two years. (Continue on separate sheet, if necessary).						
From	To	Reason	From	To	Reason	
Are you aware of any medical condition that could affect your performance at work?						Yes / No
If you answered YES, please supply brief details below.						

J DISABILITY	
Are there any facilities required that would aid you at interview (e.g., Interpreter for the deaf)?	

K ADVERTISEMENT SOURCE	
Where did you see this vacancy advertised?	

L AVAILABILITY FOR INTERVIEW	
Please state any dates that you would be unable to attend the interview and selection process in Ardrossan in the next 8 weeks.	

M WHAT ATTRACTED YOU TO THIS POST?	

N REHABILITATION OF OFFENDERS ACT 1974	
Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974.	
	Yes/No

O DISCLOSURE SCOTLAND	
Certain posts within Cunninghame Housing Association involve working with vulnerable groups and applicants for these posts will be required to complete a Disclosure Scotland Application.	

P DECLARATION (Read Carefully)	
The information you provide on this form will be used for the purposes of assessing your suitability for appointment; this may involve contacting referees, previous employers, or educational establishments, to confirm the validity of information provided. If your application is unsuccessful we will dispose of this information in line with our Data Protection and Employment Policies. We will use the information you provide to fulfil our legal requirement to monitor equal opportunities, however, this will be used for statistical purposes only.	
I certify that all the information contained in this form is true and correct to the best of my knowledge. I realise that false information or omissions may lead to dismissal without notice.	
Signature	Date

**Completed application forms should be sent to:
Cunninghame Housing Association Ltd, 82-84 Glasgow Street, Ardrossan KA22 8EH**