



# Harrogate Neighbours Housing Association Ltd. Job Application Form



This form can be supplied in large print – please contact us.

**Harrogate Neighbours**  
Outstanding Care & Support

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 at the bottom of our website at: [www.hnha.co.uk](http://www.hnha.co.uk) to see our Privacy Notice. If you cannot access this electronically, please request a copy.

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<p><b>Please return to:</b> Human Resources The Cuttings 164 Station View Harrogate HG2 7DZ</p> <p><b>Email to:</b> Info@hnha.co.uk</p>	<p><b>As part of our recruitment process, all applicants <u>MUST</u> complete an application form in full.</b></p>	
	<p>Vacancy applying for:</p>	
	<p>How did you hear about this vacancy?</p>	

### 1. Personal details

**Title:**  **First Name:**  **Last Name:**

<p><b>Address:</b></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><b>Postcode:</b> <input type="text"/></p>	<p><b>Mobile No.</b></p> <p><input type="text"/></p>
	<p><b>Home Telephone No.</b></p> <p><input type="text"/></p>
	<p><b>Daytime Contact No.</b></p> <p><input type="text"/></p>
	<p><b>Email Address:</b></p> <p><input type="text"/></p>
	<p><b>National Insurance No.</b></p> <p><input type="text"/></p>

**Do you hold a full, clean driving license valid in the UK?**

YES	NO
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**Do you have use of your own vehicle?**

YES	NO
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### 2. 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 this post, however if you are applying for a position with no hours specified, then we may be more flexible – please state your availability below:

**Please indicate your availability:**

Full time

Part time

	Mo	Tu	We	Th	Fr	Sa	Su
Morning							
Afternoon							
Evening							
Overnight							

### 3. Education/Qualifications - Please provide the below information in chronological order, starting from your most recent course:

Secondary School	Study Dates	Qualification and Grade	Date Obtained

College/University	Study Dates	Qualification and Grade	Date Obtained
Ongoing Professional Development	Study Dates	Qualification and Grade	Date Obtained

**4. 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 (Including length of course/nature of training)

**Current Membership of any Professional Body/Organisation**

Please give details:

**5. Employment History** - Please include any previous experience (paid or unpaid), starting with the most recent first. Please provide as much information as possible. If you have any gaps in employment, please state gaps and reasons.

**Current or most recent employer**

Name of Company:  Position Held:

From (mm/yy):  To (mm/yy):

Company Address:   
  
  
Reason for leaving/seeking new employment:

Hours Worked:   
Notice Period:

**Brief description of duties:**

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**Full employment history**

<b>Employer's name and nature of the business</b>	<b>Position held</b>	<b>From (mm/yy)</b>	<b>To (mm/yy)</b>	<b>Reason for Leaving</b>

*If you cannot fit all your employment history here, please continue on a separate sheet.*

**6. 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. Attach and label any additional sheets used. See guidance sheet for further information.*

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## 7. Convictions/Disqualifications/DBS

To ensure the safety of our service users a DBS 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 for a DBS check which will be refunded on successfully completing your probationary period.***

### 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 the successful candidate 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	<b>If YES to any, please provide details, including relevant dates:</b>
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 convictions, cautions, bind overs, or reprimands?	YES	NO	

Anything that is revealed on an **Enhanced DBS (Disclosures and Barring Service) 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)**

### Update Service

Have you registered with the DBS Update Service?

YES

NO

If YES, please state your Full Name as it appears on the certificate:

If YES, please enter your DBS Certificate Number:

**In order to agree an employment start date, Harrogate Neighbours Housing Association 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.**

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:

Date:

**8. Employment references** - As part of our recruitment process, we require at least **TWO** employer references – **ONE must** be your most recent employer, if applicable:

**Reference 1: Current Employer (or most recent if you are currently unemployed)**

Line Manager's Name:		Position in Company:	
Company Name:		Telephone No:	
		Email Address ( <b>must not</b> be their personal one):	

**Reference 2: Previous Employer**

Line Manager's Name:		Position in Company:	
Company Name:		Telephone No:	
		Email Address ( <b>must not</b> be their personal one):	

**Reference 3: Character Reference (SCHOOL LEAVERS ONLY – not a relative or a household member)**

Name:		Relationship to You:	
Email Address:		Telephone No:	

**Consent Form for Reference Requests**

A key part of Harrogate Neighbours' recruitment process is to contact a candidate's previous employers to obtain a reference. Please sign and print your name below to give your consent for this.

***I hereby give Harrogate Neighbours Housing Association my written and verbal consent to contact the following employers/referees for recruitment purposes:***

Reference 1	YES	NO
Reference 2	YES	NO
Reference 3	YES	NO

Signed:	
Print Name:	
Date:	

## 9. 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:

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Are you closely related or married to a member of Staff or the Board of Trustees?

YES

NO

If YES, please tell us who:

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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:

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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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*Please contact us if you need the application form in an alternative format.*

## 10. 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.***

Signed:

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Print Name:

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Date:

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*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.

**If you require an acknowledgement of your application:**

- When emailing, you must activate a 'read receipt' from your email account.
- When sending by post, you must enclose a stamped address envelope.
- Please note, with limited resources, we cannot verify we have received your application over the phone.

**To complete your application:**

- Please type or write clearly in BLOCK CAPITALS.
- Ensure you clearly state the job title you are applying.
- In the 'Employment History' Section (5), you must state why you have left a previous position.
- In the 'Employment History' Section (5), you must explain any gaps in employment.
- Proof of qualifications and membership to professional bodies may be required.

**References (Section 8):**

- We will only take up professional references with your consent.
- Please make sure that you have given the FULL contact details of your referees.
- We will not approach your current employer without your permission.
- If you have no employer references, we will take up references with named individuals at college where you have studied, or people who you know in a professional capacity.
- If you are a school leaver, please DO NOT put down a relative or members of your household.
- Please DO NOT provide two references from the same organisation.
- **You will only be confirmed in the position once we are satisfied with the information received from your referees**

**Support Statement (Section 6):**

- The 'why you feel you are suitable for the position' part of the form.
- This is a highly important part of the application.

**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—maximum two sides.
- Use concise, unambiguous sentences to avoid exaggeration.
- Honesty is always the best policy; please do not make false claims.
- If you are making a career change, stress what skills are transferable to the role you are applying for.
- Ensure you return your application form in good time.

**Good luck with your application and thank you for your interest in Harrogate Neighbours.**