

application form

private and confidential



adactus
housing group ltd.



business for neighbourhoods

Before completing this application form please refer to the Guidance Notes

Name	National Insurance No.
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Post applied for	Post Reference Number
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Please ensure your full name and contact details are completed on the equality and diversity form

Current or most recent employment

Job Title	Dates of employment From: _____ To: _____	
Name and address of employer		
Period of notice required	Salary	
Reason for leaving/wishing to leave		
Brief description of duties and responsibilities		

Previous positions

Please provide details of all jobs held for at least the last 5 years, up to a maximum of 10 years, including unpaid work, starting with the most recent.

The successful applicant is required to provide dates of employment for verification purposes.

Dates employed From: To:	Name and address of employer	Post held	Salary	Reason for change

You may continue on a separate A4 sheet

Qualifications

Please give information on your relevant qualifications, giving the earliest first, eg education qualifications, professional qualifications, technical qualifications.

Original certificates will be required to be produced as proof of qualifications as a pre-condition of employment. By signing this application form, the successful applicant agrees to a verification check of qualifications by the Group if required.

Date	Qualification	Subject	Result Grades/Level	Name of Educational Institution College/University

Training

Please detail any training that you have received that is relevant to the post for which you are applying.
(In the past 10 years)

Course(s)	Dates

Other information

Membership of professional bodies/voluntary work.

Do you hold a current driving licence?

Yes

No

Car owner?

Yes

No

Have you applied for, or worked in any other position with the Group previously?

Yes

No

If 'Yes' give details

Supporting Information: relevant skills, knowledge and experience

You can mention any experience gained through work, school, college, at home, voluntary work, work experience or through hobbies. Please refer to the Person Specification and Guidance Notes to ensure you address all points on the Specification. You may continue on up to two additional A4 sheets of paper.

References

Please give the names of two people who could provide a reference about your suitability.
The first referee must (where applicable), be your present or last employer if unemployed.
If you are known to your referee by a previous surname please state name _____

1. Name _____
Position _____
Company Name (if applicable) _____

Address _____

Tel no _____
Fax no _____
Email _____

1. Name _____
Position _____
Company Name (if applicable) _____

Address _____

Tel no _____
Fax no _____
Email _____

Is this an employer reference or personal reference? Please tick the appropriate box

May we take up references prior to an offer of employment being made? Yes No

Is this an employer reference or personal reference? Please tick the appropriate box

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Successful applicants will be responsible for producing proof of eligibility to work in the UK.
As proof they will need to produce documents prior to taking up an appointment, eg Passport or Birth Certificate. Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes No

The Data Protection Act 2003 states that by signing this form, it is assumed that the applicant agrees to the processing of sensitive personal data in accordance with the Group's registration with the Data Protection Information Commissioner.

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature _____

Date _____

Please return to
HR Department
Adactus Housing Group Ltd
Turner House
56 King Street
Leigh Lancashire WN7 4LJ
t: 01942 608715
f: 01942 261538

