



Application for Employment

For Office Use:	Date Received:	Applicant Ref:
Ref No: Personal Assistant (Bridgend)	Ref: PA/1065	Closing Date: 7th July 2008

In order to monitor the progress of our recruitment and selection practices we need from you the personal details asked for on this and the back page of this form. This personal information will be kept securely in the HR Department and not made available to anyone before or during shortlisting to ensure that only your abilities, experience and qualifications are considered. C.V.s cannot be accepted because of the difficulty of removing personal details, which would identify you.

Your Personal Details

This portion of the form will be detached prior to shortlisting

Your First Name (s)			
Surname			Mr/Mrs/Miss/Ms/Dr
Previous Surname (s)			(Delete as appropriate)
Address			
			Post Code:
Telephone Numbers	Home:	Work:	
	Mobile:	E-Mail :	
Your Date of Birth:	Day:	Month:	Year:
National Insurance No:			
Next of Kin			

Referees

Tick box if you require no contact prior to interview

1. Present Employer	2. Previous Employer
Name:	Name:
Occupation:	Occupation:
Address:	Address:
Telephone No:	Telephone No:
Email:	Email:

Please note that one of the referees should be your present/most recent employer

For Office Use:

Applicant Ref:

Ref No: Personal Assistant (Bridgend)

Ref: PA/1065

Closing Date: 7th July 2008

Other Information

Do you hold a valid driving licence? YES NO

If yes, please specify type:

Do you need a work permit to work YES NO
In the UK?

In which publication did you see the advertisement for this post? _____

Have you Previously worked for YES NO
Opportunity Housing Trust?

Current Employment

Current/Last Job Held:

Employer Name

Employer Address:

Current Salary

Grade/Scale

Next Salary Review Date

Dates

From:

To:

No. of years

Reason for Leaving

Main Responsibilities/Duties:

If the job for which you are applying will not be your only job, please give details of all other employment, including employer and number of hours worked each week. (Information required under the Working Time Regulations)

Please give the number of days absence due to illness you have had in the last 12 months

Number of Days Absent _____

Number of Separate Absences _____

Previous Employment

(Most recent first add additional sheet if necessary)

Employer (tick box if this position involved working with children/vulnerable adults)	Position held/reason for leaving. You must account for any gaps between employment	From	To
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Membership of Professional Institutions

(State level and date of membership and whether gained by examination)

Membership Start Date	Organisation	Membership No.	Level of Membership)
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Education

Dates		School/College/University	Subject(s)	Qualification Level	Grade
From	To				

Job Related Training

(Give details of any training courses attended)

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Further Details Page 1 of

Explain and give specific examples that demonstrate your experience relating to the selection criteria below. **Additional sheets may be attached.** Please state your name on each sheet.

Further Details Page 2 of

Explain and give specific examples that demonstrate your experience relating to the selection criteria outlined on the person specification. **Additional sheets may be attached.** Please ensure you number each additional one.

Equal Opportunities

(for monitoring purposes)

Opportunity Housing Trust is committed to ensuring equality of opportunity. Your application will be considered on your ability ONLY. This page will be removed prior to shortlisting and the information requested below will ONLY be used to monitor the Trust's practices and will be treated confidentially.

If you fail to complete this page fully, your application will not be accepted.

Gender: Male <input type="checkbox"/>		Female <input type="checkbox"/>	
White (Please mark with X)	British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background (please write in) _____ _____	Asian or Asian British (Please tick)	Indian <input type="checkbox"/> Pakistan <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background (Please write in) _____ _____
	Mixed (Please mark with X)	White & Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Any other mixed background (please write in) _____ _____	Black or Black British (Please tick)
		Chinese or other ethnic group (Please tick)	Chinese <input type="checkbox"/> Other (Please write in) _____ _____

Do you have, or have you had in the past, any disability which it makes it difficult for you to carry out day to day normal activities?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, please provide details of your disability _____			
Please identify any special requirements or equipment which may assist you			
(a) in the recruitment process _____			
(b) to enable you to carry out the job _____			

Exceptions Order 2001

You do not generally have to disclose details of spent convictions. However, if the post you are applying for is exempt from the Rehabilitation of Offenders Act by virtue of the (Exceptions) Order because it could involve access to persons who are disabled, addicted to drugs, alcohol or under 18 or over 65 years of age, you must disclose details of all convictions, including cautions, spent or otherwise. (Please refer to guidance notes). **If you do not have any convictions to disclose write "no convictions"**. Alternatively disclose convictions below. Please note that all posts are subject to a criminal record check. In accordance with the Rehabilitation of Offenders Act 1974 only relevant convictions will be taken into account when assessing your capability.

I sign that the above is a true statement.

Signed:

Date:

Declaration

I declare that the information given on this form is correct to the best of my knowledge and belief and I understand that any false statements on this form will justify dismissal from the Trust's service.

Signed:

Date:

By signing and returning this form, you consent to Opportunity Housing Trust using and keeping information about you, provided by you or by third parties such as referees, relating to your application for future employment. If you email this document you will have to sign the form if you are invited to attend an interview. This information will be used solely in the recruitment process and will be destroyed after six months should your application be unsuccessful.

Please check that this application is fully completed and email to jamiee@oht.org.uk or alternatively by post to:

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Bridgend Science Park
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CF31 3NA**

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Fax: 01656 769 072

Website: www.oht.org.uk