

Employment Application Form

Threshold Housing Link
2nd Floor, 1 John Street
Swindon Wiltshire SN1 1RT
T: 01793 524661 F: 01793 485915
E: adminthreshold@thl.org.uk
W: www.thl.org.uk



Application Pack Advice and Instructions

Thank you for your interest in joining Threshold Housing Link. The purpose of this page is to offer you advice on how best to complete the application form.

It is advisable to read all of the information contained in the pack

It will prove useful both for the completion of the application form and any subsequent interview.

Applications should be hand written, preferably in black ink.

Working at Threshold Housing Link involves the completion of a number of hand written records. Legibility of handwriting, neatness of layout and accuracy of spelling are all factors taken into account when shortlisting. Additional sheets may be typed.

It is important that you complete the 'Convictions/Disqualifications' section, even if the answer is 'No'

To leave this blank will mean that your application will not be forwarded to the Recruitment Panel for shortlisting.

Check that you have answered all questions in conjunction with the personal specification

On completion of your application form, utilise this sheet to double check the relevance of your answers.

We cannot accept CV's on their own as an application.

They may however be included as part your application. Ensure that you make full use of the application form. If you need more space to answer a question, use additional sheets of paper to continue your answer, but make sure it is clear which question you are answering.

The Declaration must be signed and dated

If this is not completed the application will not be forwarded to the Recruitment Panel.

Sections 1, 2 and 3 of your application form will *not* be seen by any member of the recruitment panel until after shortlisting has been completed. To avoid any necessary delays, or conflict with your current employer, please read the paragraph headed 'References' and annotate accordingly.

Education History

From the examination years of secondary education through to further/higher education and certified vocational courses such as City & Guilds.

Employment History

Please do not enter any dates, only total months or years.

Relevant Experience and Knowledge

Include relevant experience and/or skills, gained from life experiences or previous employment that can be transferred into the post you are applying for. Include other training or short/specialist courses.

Personal Statement

Use this section to express your own reasons for your interest in working for Threshold Housing Link and/or your empathy for and willingness to assist homeless people. This should also include your own future career plans or goals.

Other Skills, Hobbies and Personal Interests

This section is intended to help the Recruitment Panel build up an impression of the person you are, how well your personality will fit within the organisation, and to ensure that you have outside interests to encourage de-stressing if necessary. It could also provide a valuable point of discussion at a subsequent interview.

Mobility

Because our projects are dispersed an element of physical mobility is required. For some posts it is essential to have a full driving licence and/or a vehicle at your disposal, while for others it is not a necessity but could prove useful at times.

Health

Any health problem or disability will not impede the full consideration of the Recruitment Panel.

Gaps in Education or Employment

All gaps in education or employment have to be explained fully.

For Office Use Only

Application Reference Number

Date Returned Office Stamp

Received By

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1 Personal Details

The information in Sections 1, 2 and 3 will be detached from the application form prior to short listing.

Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <small>(specify)</small>	Date of Birth	Age
Surname	Place of Birth	
Forename(s)	Contact Details <small>Give all details; please tick your preferred contact method</small>	
Address	Home <input type="checkbox"/>	
	Work <input type="checkbox"/>	
	Mobile <input type="checkbox"/>	
Postcode	E-mail <input type="checkbox"/>	
Are you eligible to reside in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you eligible to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have a work permit for the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>

Convictions/Disqualifications

Please give details of any convictions (including driving offences) and/or disqualifications from driving or performance of professional duties. All posts require a full DBS check.

*As this post involves contact with people under the age of 18 years, this post is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by the virtue of the Exemptions Order 1975. This means that you are required to disclose any convictions which you have had made against you (excluding Juvenile Courts), regardless of how long ago and no matter that any sentence imposed against you has been served or fine paid. **If you have no convictions, you must state this fact.***

Canvassing

In order to ensure fairness and openness of our selection process, please state whether you are related to, or in a close relationship with a trustee, employee or service user of Threshold Housing Link

Yes ☐ No ☐ if YES, please give details:

Name	Position in Threshold
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Relationship with yourself/family

*Please note that canvassing of trustees, employees or service users of Threshold Housing Link in relation to this application will disqualify any applicant. **If evidence of this is discovered after appointment, you may be dismissed without notice.***

Declaration

I declare that the information I have given in this application is correct and complete. I understand that any false statements or failure to disclose information requested on this application form may result in my application being disqualified or may lead to my dismissal or disciplinary action if appointed.

Signature	Date
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Data Protection

All information on this form will be treated in strictest of confidence and used to process your application for employment. If you are appointed, this application will form the basis of your personnel file and information on this form may be held on computer. If your interview is unsuccessful your details will be kept for a period of 6 months and will then be destroyed.

Equal Opportunities Policy

Definition

Threshold Housing Link is committed to fair treatment in its provision of services and its employment of staff and committee members. Threshold Housing Link opposes discrimination on grounds which include:

Housing Status, Gender, Ethnic Background, Nationality, Physical Disability, Mental Illness, Age, Sexuality, Social Class, Religious or Political Beliefs, HIV Status, Trade Union Membership/Activities

Broad Aims of the Policy

- To provide facilities and services at the Hostel and Houses that are suitable to all Service Users and potential Service Users regardless of the above
- To achieve a balanced Management Committee and Staff Team
- To provide all Committee Members and Staff with equal opportunity to develop their potential
- To work towards countering discrimination among the wider population, against homeless people
- To ensure that all Committee Members, Staff and Service Users are fully conversant with the Equal Opportunities Policy and actively subscribe to it

2 Equal Opportunities Monitoring

As an organisation that aims to be an Equal Opportunities Employer, we hope to attract applications from all sections of society. In order to monitor our recruitment process and assess our success as a whole, we ask all applicants to complete this section of the form. Please note:

- All information on this form will be used solely for monitoring and recording purposes
- All information will be treated as confidential and will be separated from the application form immediately upon receipt
- This section does not form part of any application for employment with Threshold Housing Link

How would you describe your gender?

Age Range Under 19 ☐ 20-29 ☐ 30-39 ☐ 40-49 ☐ 50-59 ☐ 60-69 ☐ Over 70 ☐

How would you describe your ethnic origin?

White

British ☐

European ☐

Any other White background ☐

Please describe:

Mixed

Please describe:

Black

Caribbean ☐

African ☐

Any other Black background ☐

Please describe:

Asian

Please describe:

How would you describe your religion or belief?

Do you consider yourself to have a disability? Yes ☐ No ☐ *If you would like to tell us more, please do so below*

Are you registered disabled? Yes ☐ No ☐ *Please tell us more below*

How did you find out about this vacancy?

Local/National Newspaper ☐ *Which one?*

Professional Journal ☐ *Which one?*

Job Centre ☐ *Where?*

Word of Mouth ☐ *From whom?*

Enquired Directly to Threshold ☐ *Who did you speak to?*

Internet ☐ *Please state website: www.*

Other ☐ *Please state:*

3 References

Please give the names and addresses of two people to whom we may apply for references.

One of these must be your present employer, or last employer, if you are currently unwaged. If you are unemployed you may use a Job Club advisor as a reference.

If you have not been employed before as you are leaving school, college or university, you may use your Head of Year or Tutor, Student Counsellor or Student Advisor.

Please note relatives are not acceptable as referees.

No appointment will be made without satisfactory references.

Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <small>(specify)</small>	Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <small>(specify)</small>
Name	Name
Address	Address
Postcode	Postcode
Telephone	Telephone
E-mail	E-mail
In what capacity are you known to this person?	In what capacity are you known to this person?
If you are shortlisted, may we contact this referee prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	If you are shortlisted, may we contact this referee prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

All information provided by applicants will be treated as strictly confidential and used only in considering your suitability for this post.

Thank you for your application.

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4 Vacancy Details

Position Applied For

5 Education History

School, College etc	Examinations passed/qualifications achieved

6 Professional Qualifications

Qualification	Where Obtained	When Obtained

7 Training *(continue on a separate sheet if necessary)*

Length of Course	Course Title	Organising Body

8 Present or most recent employment, voluntary work or role

Name of Employer	Job Title
Address	Dates Employed
	Key Duties
Postcode	
Current Salary <i>Including benefits</i>	
Notice Period	

9 Reason for wishing to leave or left

10 Previous Employment *(please do not insert dates, and continue on a separate sheet if necessary-starting with most recent employment)*

Time Employed	Salary (<i>on leaving</i>)	Employers Name	Position Held	Reason for Leaving

11 Personal Statement *(continue on a separate sheet if necessary)*

Please tell us why you are interested in this post. Give details of what you can bring to Threshold and what you hope to achieve.

12 Relevant Skills, Experience and Knowledge *(continue on 2 separate sheets if necessary)*

Please give any details which you feel are relevant to the post that you are applying for. (Use examples to demonstrate how you meet each of the criteria listed in the person specification. *You may continue on up to two separate sheets. Please do not staple to your application.*)

13 Achievements, Hobbies, etc

Please give any details of your achievements, hobbies, charitable and personal interests, along with details of any affiliations and commitments.

14 Mobility

Type of Driving Licence held

Provisional ☐ Full ☐

Do you have the use of a vehicle?

Yes ☐ No ☐

Do you have Class 2 Insurance?

Yes ☐ No ☐

Endorsements

Please give details of any current endorsements