



# Job Application Form

**Please complete using black ink**

Please state position applied for

Reference code

In light of our values and the importance of equal opportunities and a non-judgemental approach, our application form ensures your personal details are not viewed by the manager shortlisting for the position. Please complete all sections of the application form and return it to the Human Resources Department. If you have any queries, please feel free to contact us on 01202 410500.

ever thought what life could be like?

**The values we consider important, and conduct all our activities by, are:**

- **Personal Integrity**

Honesty, openness, reliability, accountability and confidentiality

- **The importance of every individual**

Respect. Caring for people. Treating people as we would want to be treated. Equal opportunities, valuing differences and working in a non discriminatory way with all people. Non-judgemental. Not exploitative. Holistic in our approach.

- **Outstanding service to people**

To honour and empower the people we serve. To create an environment where people can take control of their own lives. Offering choice wherever possible.

- **The importance of working together**

Being supportive and working as a team. Recognising that we achieve more when working in harmony both within the organisation and with our partners, than we can achieve by working on our own. Being flexible and creative in responding to needs.

- **Professional competence**

Getting the basics right. To be highly regarded in our field. Maximum delegation. Empowerment and development of staff. Giving best value. Offering quality services.

Rebuilding lives . . .

<b>PERSONAL</b>	
Preferred title (eg Ms,Mr)	First name(s)
Surname	
Address	
Postcode	
Telephone number (work)	(home)
Mobile phone number	
May we contact you at work?	YES/NO
National Insurance Number	<input type="text"/>

<b>HEALTH</b>	
Do you have any health problems which may affect your work? <i>Please give details</i>	YES / NO
How many days have you had off work due to sickness in last 12 months.	days
<b>DISABILITY</b>	
Do you consider you have a disability? If yes, please specify.	YES / NO
Are you registered as having a disability?	YES / NO
What is your registered disabled number? <i>If applicable</i>	
Do you have any special requirements or adjustments you would like us to make in order to offer you a fair selection interview or to help you perform this job? <i>Please specify</i>	

<b>REFERENCES</b>			
Any offer of employment will be subject to two satisfactory references and a police check. Please give name and addresses of two referees, one of whom must be your present/most recent line manager (paid or voluntary work) or an academic referee if you are a student. We will normally take up references before an offer of employment.			
Name		Name	
Address		Address	
Telephone No.		Telephone No.	
Occupation/Relationship		Occupation/Relationship	
Can this reference be taken up at any time?	YES / NO	Can this reference be taken up at any time?	YES / NO



**PRESENT/MOST RECENT EMPLOYMENT/VOLUNTARY/UNPAID WORK**

Name of employer/organisation

Address of employer/organisation

From

To

Salary

Other benefits

Job title

Name and job title of person you report to

Brief description of duties

Please give your reasons for seeking new employment

**PREVIOUS WORK EXPERIENCE/VOLUNTARY/UNPAID WORK***Please start with the most recent experience and use an extra sheet if necessary*

From	To	Organisation name and location	Position held and brief description of duties	Reason for leaving

*\*Please note that redundancy and dismissal must be clearly stated*



**LEISURE**

Please give details of your spare time interests and activities.

**ADVERTISEMENT**

*Where did you see this job advertised?*

**GENERAL**

*If you answer YES to any of these questions, please give brief details*

Are you to your knowledge related to, or do you have a close relationship with any member of staff or Committee Member of BCHA or Hyped21C? YES/NO

Do you have any private business interest which may cause a conflict of interest with this job? YES/NO

Do you have any public service or voluntary commitments? YES/NO

Do you or have you ever lived in a BCHA or Hyped 21C accommodation? YES/NO

Are you, or have you ever, accessed support from BCHA or Hyped 21C? YES/NO

Have you ever been convicted of a criminal offence? - BCHA is exempt from the Rehabilitation of Offenders Act 1975. Please disclose all convictions, whether spent or unspent. YES/NO

When would you be free to take up a new appointment?

Do you require a work permit? *If yes, please supply documentation allowing you to work in the UK.*  
YES/NO

Do you have a clean, current driving licence? YES/NO

Have you ever applied for a position with BCHA or Hyped21C previously?  
Please give details. YES/NO

Can you speak or write a language other than English? Please give details. YES/NO

**DECLARATION**

I declare that the information provided in this application is to the best of my knowledge correct and complete. I understand that false information or deliberate omission of any material facts may result in dismissal. I also give agreement for the organisation to hold my details, in accordance with the Data Protection Act 1998.

Signed

Date

*Thank you for your effort in completing this form. Please return to:*

Sequal Solutions,  
480 Christchurch Road, Bournemouth BH1 4BD  
Telephone 01202 399933



INVESTOR IN PEOPLE