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# Application Form

Thank you for your interest in The Hope Hub, a registered Charity (CIO), purposefully seeking to support vulnerable people who are/may be at risk of becoming homeless. You are applying to join us at an exciting time.

Please complete your application accurately, giving as much detail as possible of your skills and experience. A cover letter and CV is also welcomed as part of your application.

**To complete this form using Microsoft word please save a copy to your own computer**. Use the tab key to move through the various sections and enter details as directed. You can email the completed document or send a printed copy as per your preferences.

During the application process, The Hope Hub will hold your information electronically and/or on hard copy with your permission. If you are appointed to the role, your details and all personnel records will be held for HR purposes and used expressly in connection with any work/role you undertake for The Hope Hub.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title of post applied for** | | |  | | | | | |
| **Advertisement seen in** | | | Internet: Y / N \_\_\_\_\_\_\_\_\_\_\_\_\_ Referral from Contact: Y/N | | | | | |
| **Title (eg: Mr, Mrs, Miss, Ms)** | | **Surname or family name** | | | | | | **First or other names** |
|  | |  | | | | | |  |
| **Address with Postcode** | | | | | | | | |
|  | | | | | | | | |
| **Email Address** |  | | | | | | | |
| **Home Tel** |  | | | | | | | |
| **Mobile No** |  | | | | | **Work Tel** |  | |
| **Do you have the right to work in the UK? Yes / No\*** *(\* - delete as applicable)*  Note: we will require proof of this right before an offer of employment can be confirmed. | | | | | | | | |
| **Do you have access to your own car? Yes / No\*** *(\* - delete as applicable)*  (see person specification for need) | | | | | | | | |
| **If offered employment when could you start work?** | | | | | | |  | |
|  | | | | | | | | |
| **EDUCATIONAL, TECHNICAL & PROFESSIONAL QUALIFICATIONS**  (please provide details of all qualifications below, if necessary, please continue on a separate sheet) | | | | | | | | |
| *Place of study/professional body* | | | | *Attainment level/results* | | | | |
|  | | | |  | | | | |
| **PERSONAL DEVELOPMENT** (including any courses, membership, voluntary work or responsibilities you consider relevant with outcomes where applicable, if necessary, please continue on a separate sheet) | | | | | | | | |
| *Provider* | | | | | *Type of development* | | | |
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| **EMPLOYMENT HISTORY (voluntary and paid)**  Please give details of all posts held since leaving full-time education and account for any gaps in employment . (if necessary, please continue on a separate sheet) | | | | | | | |
| **Present Or Last Employer** - *Please provide name and address* | | | | | | | |
|  | | | | | | | |
| Dates employed | To | |  | From | |  | |
| Position(s) held |  | | | | | | |
| Brief description of duties and key achievements | | | | | | | |
|  | | | | | | | |
| Reason for leaving | |  | | | current salary | | £ |
| Notice required | |  | | | | | |
|  | | | | | | | |
| **Previous Employer** - *Please provide name and address* | | | | | | | |
|  | | | | | | | |
| Dates employed | To | |  | From | |  | |
| Position(s) held |  | | | | | | |
| Brief description of duties and key achievements | | | | | | | |
|  | | | | | | | |
| Reason for leaving | |  | | | | | |
|  | | | | | | | |
| **Previous Employer** - *Please provide name and address* | | | | | | | |
|  | | | | | | | |
| Dates employed | To | |  | From | |  | |
| Position(s) held |  | | | | | | |
| Brief description of duties and key achievements | | | | | | | |
|  | | | | | | | |
| Reason for leaving | |  | | | | | |

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| --- | --- | --- | --- | --- | --- |
| **Previous Employer** - *Please provide name and address* | | | | | |
|  | | | | | |
| Dates employed | To | |  | From |  |
| Position(s) held |  | | | | |
| Brief description of duties and key achievements | | | | | |
|  | | | | | |
| Reason for leaving | |  | | | |

If you need more space, please continue on a separate page or cut and paste the

Previous Employer table above and paste below to complete.

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| SUPPORTING STATEMENT  **Please state why you are interested in the job for which you are applying, and relate your experience, skills and personal qualities to the person specification and the job description.** In addition to work and voluntary experience, you may wish to include other experience e.g. family duties, interests etc. | | | | |
| If you need more space, please continue on a separate page. | | | | |
| References Please give the name and address of the persons The Hope Hub can apply for a reference. One of the persons must be your present employer, or last employer if currently unemployed, or someone who knows you well if you have not been employed in the recent past. The Hope Hub requires references to be obtained for the two year period immediately prior to commencement of employment. If the referees given below do not cover the last three years you may be asked to provide further references before an offer of employment is confirmed. | | | | |
| **Name:** | | **Name:** | | |
|  | |  | | |
| **Address:** | | **Address:** | | |
|  | |  | | |
| **Tel. No:** | | **Tel No:** | | |
| **Email:** | | **Email:** | | |
| **Occupation:** | | **Occupation:** | | |
|  | |  | | |
| **In what capacity are you known to them?** | | **In what capacity are you known to them?** | | |
|  | |  | | |
| **References will only be requested after the offer of employment has been made.** | | | | |
| **CRIMINAL OFFENCES**  Convictions, not including convictions, cautions, reprimands or final warnings which are “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013), must be disclosed for the purposes of this job application. The Hope Hub will determine the relevance of any convictions to the post applied for. If appointed to the position for which you are applying you will be required to apply for a DBS Disclosure at the level appropriate to the role.  Any information disclosed will be taken into consideration but will not automatically prevent your application from proceeding. However, if appointed, failure to disclose any criminal conviction now could lead to termination of your employment.  ***Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?***  **Yes / No\*** *(\* - delete as applicable)* *If Yes, please give details on a separate page and enclose in a separate envelope* | | | | |
| **I confirm that the above information is correct to the best of my knowledge. I consent to The Hope Hub processing, by means of a computer database or otherwise, any information I provide them for the purpose of employment by The Hope Hub.**  *Note: This information will only be used for selection purposes. Unsuccessful applications will be kept for 12 months after the recruitment process is completed unless an applicant requests otherwise.* | | | | |
| **Signed** |  | | **Date** |  |
| **Print Name** |  | |  |  |

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| **You can return this application form in a sealed envelope by post and marked CONFIDENTIAL to our registered address below OR return by hand to The Hope Hub offices OR by email to the named contact associated with the Advertisement in advance of any published closing date.**  **The Hope Hub Office**  Recruitment  The Hope Hub Building  Behind Library  Knoll Road  Camberley  Surrey  GU15 3SY  **OR**  **Email: mags.mercer@thehopehub.org.uk**  [www.thehopehub.org.uk](http://www.thehopehub.org.uk)  All applications will be contacted by email to advise if selected for interview.  Thank you for applying to The Hope Hub. |

Please go to next page:

**Recruitment Analysis Form**

The information you supply there will be separated from your application upon receipt. This information is not part of your application and will not be used in any part of the selection process.

Completing this form is entirely optional.

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| **Position applying for:**   |  | | --- | |  |  1. **Where did you see this post advertised or how did you learn of this position?**  |  | | --- | |  |  1. **Gender**   Female   Male   If you prefer to use your own term please provide this here:   |  | | --- | |  |  1. **Gender Identity**   Is your gender identity the same as the gender you were assigned at birth?  Yes   No    1. **Sexual Orientation:**   Bisexual/Transgender   Gay man   Gay woman/lesbian   Heterosexual/straight   If you prefer to use your own term please provide this here:   |  | | --- | |  |  1. **Disability:**   Do you consider yourself to have a disability?  Yes   No  | 1. **Nationality:**  |  | | --- | |  |  1. **Ethnicity**:   White: British   White: Irish   White: Gypsy or Irish Traveller   Mixed: White & Black Caribbean   Mixed: White & Black African   Mixed: White & Asian   Asian or Asian British: Indian   Asian or Asian British: Bangladeshi   Asian or Asian British: Chinese   Black or Black British: African   Black or Black British: Caribbean     Arab   If other Ethnic Group or if you would prefer to use your own definition, please specify:   |  | | --- | |  |  1. **Religion and Belief**   Buddhist   Christian   Jewish   Muslim   Non-religious (Atheist etc)   Sikh   If you prefer to use your own definition please provide this below:   |  | | --- | |  | |