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| **Post Applied For: Closing Date:** | | | | |
| 1. **PERSONAL DETAILS** | | | | |
| **Initial and Surname** | | | | |
| **Address:**  **Post Code:** | | | | |
| **Office Tel No: Home Tel No:** | | | | |
| **Can we telephone you at work? Mobile Tel No:** | | | | |
| **Email address:** | | | | |
| **Do you have a full and current driving licence?** | | | | |
| 2 EDUCATION AND QUALIFICATIONS Please list any relevant qualifications obtained: (Post school qualifications only) | | | | |
| Subject Class/Grade Result Qualifications Obtained  Professional Qualifications Held  Professional Body:  Level of Membership:  By Examination or Election? | | | | |
| **3 PRESENT EMPLOYMENT** (Or, if now unemployed, details of last employment) | | | | |
| **Employers Name: From: To:**  **Address: Job Title:**  **Type of Business**  **Current Salary: £** | | | | |
| **Please describe your current duties:** | | | | |
| **Please give your reasons for seeking new employment:** | | | | |
| 1. **PREVIOUS EMPLOYMENT TO DATE** (Continue on a separate sheet if necessary)   Please give details of your previous paid or unpaid work or any other relevant experiences that you would like to mention, starting with the most recent, including reason for leaving. | | | | |
| From-To | Employer | Salary | Job Title/Duties | Reason for Leaving |
|  |  |  |  |  |
| 1. **RELEVANT EXPERIENCE** | | | | |
| **Please outline your relevant skills and experience for the post you are applying. Please ensure you relate your skills and experience to the job description and person specification. Continue on a separate page if necessary:** | | | | |
| **6 OTHER INFORMATION / SUPPORTING STATEMENT** | | | | |
| **Please supply any other information about yourself you feel will support your application:** | | | | |

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| **7 REFERENCES** |
| **Please give the names, addresses and telephone numbers of two people whom we may apply for references:** |
| **Reference 1 (present or most recent employer) Reference 2**  **Occupation: Occupation:**  **Name: Name:**  **Address: Address:**  **Telephone No: Telephone No:**  **Email address: Email address:**  **May we contact this referee prior to May we contact this referee prior to**  **interview? interview?**    **YES NO YES NO** |
| **8 DISABILITY** |
| **We encourage applications from disabled people. You are invited to fill out the Diversity and Equal Opportunities Form, which will be kept separate from the selection process. If short-listed, you will be asked at a later stage about any requirements for the interview. If you wish to discuss any concerns about your disability\* in relation to the job or selection processes please contact the office in confidence at Tel: 01389 877752 or Email slove@knowes.org** |
| **9 AVAILABILITY** |
| **Are you available on the proposed interview dates?** Please tick relevant box. YES NO **What is your notice period if applicable?**  **When would you be available to take up a new appointment?** |
| **10 POTENTIAL CONFLICTS OF INTEREST** |
| Do you have any business commitment which makes demands upon your time or which have the potential to represent a conflict of interest with the job you are applying for? If so, please give a brief description: |
| **11 RELATIONSHIP WITH COMMITTEE MEMBERS OR SUPPLIERS** |
| **If you are related to any committee member or employee of Knowes Housing Association or anyone who has been employed in the last 12 months please provide details below:**  **Are you related to any consultant or supplier of Knowes Housing Association?**  **If yes please provide details:** |
| **DECLARATION** |
| **I confirm that:**   1. **to the best of my knowledge the information given in this application form is correct and complete:**   **I understand that the provision of false information may result in disciplinary action which could lead to dismissal.** |
| **Signed: Date:**  **If you have emailed the application back you will be asked to sign it if called for interview.** |
| **NOTE TO ALL APPLICANTS**  **In accordance with the Asylum and Immigration Act 1996 Section 8, if you are invited to attend an interview you must provide an original document which states your eligibility to work in the U.K. Please check** [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)**, or** [www.workpermits.gov.uk](http://www.workpermits.gov.uk)**, for detailed listing of suitable documentation.**  **You will be asked to provide original documentary evidence of any qualifications that you possess.**  **Prior to taking up appointment, a Disclosure Scotland check (only for appropriate posts) will be required.**  **In accordance with the Data Protection Act 1998 the information that you provide us with for the purpose of recruitment and selection shall be stored confidentially and disposed of confidentially after 4 months have elapsed.** |