

# Swansea Young Single Homeless Project

## CONFIDENTIAL APPLICATION FORM FOR EMPLOYMENT

You should attempt to answer all relevant questions as fully as possible. It is strongly recommended that you **read the guidelines**.

<b>Ref. No:</b>	<b>Post:</b>	<b>Closing Date:</b>
-----------------	--------------	----------------------

### Personal Details

- a) Name.....  
Address.....  
.....Postcode.....  
Telephone (Home).....  
Telephone (Work).....  
National Insurance Number:.....

(N.B. this information is requested as NI number indicates eligibility for working in the U.K.)

### References

Please supply details of two referees. These should **not include relatives** and should include your current or last employer. If you are shortlisted, may we contact your current employer for a reference? YES / NO

- |                 |                 |
|-----------------|-----------------|
| 1. Name.....    | 2. Name.....    |
| Address.....    | Address.....    |
| .....           | .....           |
| .....           | .....           |
| Tel No.....     | Tel No.....     |
| Occupation..... | Occupation..... |

If you are related/connected to any existing member of staff/committee member, please give details below.

Name of Person Relationship to you

---

Name of Person Relationship to you

---

Ref No: .....(for office use only)

**Do you hold a current driving license? YES / NO**

**Do you speak or read languages other than English? YES / NO If yes please give details.**

.....  
.....

**Employment History (paid/unpaid) Current or most recent first**

**(N.B. Please do not leave any gaps and ensure that all time is accounted for. SYSHP reserve the right to contact any of your previous employers in relation to any offer of employment.)**

<b>Date</b>		<b>Job Title</b>	<b>Duties</b>	<b>Reason for leaving</b>
<b>From</b>	<b>To</b>			

**Continue on a separate sheet if necessary. Please ensure reference number is placed on each individual sheet**

Ref No: .....(for office use only)

**Education (since age 11)**

<b>Dates</b>	<b>School/College</b>	<b>Qualification Gained</b>

**Other Courses and Training:**

<b>Date</b>	<b>Title/Details</b>

Ref No: .....(for office use only)

**Supporting Information**

**Please read all the information below before completing this section.**

**Please pay particular attention to this section. It is the most important part of the application, as it is where you tell us what makes you suitable for the job.**

**Always be specific, do not use general phrases such as “I have the necessary skills” or “I am confident I can do the job well.....”. The shortlisting panel needs to know how you meet the requirements based on the evidence you provide. This can be from current or previous jobs, voluntary work, skills acquired through personal experience or interests.**

**Please note that we will not consider applications with CV’s attached**

**Please refer to the person specification for the post (enclosed) and taking each point in turn; demonstrate how you satisfy the criteria. Pay particular attention to the criteria as these will be used for shortlisting purposes. Please do not attach additional sheets and limit your response to the pages provided. Please note that we will not consider applications with additional sheets attached.**

Ref No: .....(for office use only)

**Supporting information Continued:**

Ref No: .....(for office use only)

**Supporting information Continued:**

Ref No: .....(for office use only)

**Supporting information continued:**

Ref No: .....(for office use only)

**Data Protection and Declaration of Authenticity**

**Data Protection**

This application form will be kept securely, in a paper based filing system and used only for shortlisting purposes by the recruitment panel. They will be kept for a limited period of time and information from them may be used to produce statistical reports on computerised packages.

**Declaration**

I accept that the information contained in this application form will be kept by Swansea Young Single Homeless Project as described and I confirm that as far as I know all the information I have given here is accurate. I understand that if it is found to be false I could be disqualified, or if appointed, disciplined as appropriate.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Return your completed application form to:**

**Jayne Thomas, Office Manager, Swansea Young Single Homeless Project, 6A Walter Road, Swansea. SA1 5NF. Please ensure that the correct postage is paid. Applications received with insufficient postage will not be accepted.**

Ref No: .....(for office use only)

### **Rehabilitation of Offenders Act 1974**

Due to the nature of its work, Swansea Young Single Homeless Project requires all candidates to provide details of prior convictions at interview stage. This will be followed up by a request to undertake a CRB Check if the position is offered. No offer will be confirmed until a CRB request form is received.

However, it is the position of the organisation that having a criminal conviction and/or record will **not** automatically be a bar to employment. Each case will be assessed on a individual basis.

**This post is covered by the Rehabilitation of Offenders Act 1974.**

(A copy of the Criminal Record Bureau Code of Practice, and the SYSHP Policy on the recruitment of ex-offenders can be made upon request.)

I understand that the declaration will include details of any criminal conviction, cautions reprimands and final warnings *and any other information that may have a bearing on my suitability for the post.*

**I understand too that a Standard/Enhanced Disclosure\*\* will be sought in the event of a successful application.\***

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

\* The part in italics only applies in relation to Enhanced Disclosures

\*\* Delete as applicable

## Equal Opportunities Monitoring Form

### Confidential

SYSHP aims to ensure that all people have equal access to and benefit from, its housing and resettlement opportunities and employment practices and that therefore, no person receives less favourable treatment on grounds that cannot be justified, including, but not exclusively those of ethnic origin, colour, gender, religion, sexual preference and disability.

You do not have to give any of the following information but, if you do, it will help us with future recruitment.

The information will not be used as part of the selection process itself and is completely confidential and anonymous. This monitoring form is separated from the application form on receipt.

1. Are you Male  Female

2. Do you have a disability? Yes  No

3. What is your age? \_\_\_\_\_

4. How would you describe your ethnic origin?

Black African  Irish

Black Caribbean  Welsh

Black British  Chinese

Black Other  Chinese

White  Bangladeshi

Indian  Pakistani

Other (Please specify) \_\_\_\_\_

5. Post applied for: \_\_\_\_\_

6. Sexuality:

*How do you regard your sexuality?*

Bisexual  Heterosexual

Gay Man  Lesbian

Prefer not to answer

7. Where did you see this job advertised?

South Wales ECHO  Big Issue

Western Mail  Job Centre

Wales on Sunday

Internet  (If so, which website \_\_\_\_\_)

Other (please specify)  \_\_\_\_\_