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| **Application for Employment** |

**STRICTLY CONFIDENTIAL**

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| **Diversity**  **Gatesbield Quaker Housing Association is an equal opportunities employer and welcomes applications from all sections of the community. No applicant will be treated any less favourably because of his or her race, colour, ethnic origin, age, gender, marital status, responsibility for dependents, disability, religion/belief, sexual orientation, offending background or by any other condition or requirement that cannot be justified.** |

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| **Application for employment as** |  |

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| **Full Name** |  | | | | |
| **Home Address** |  | | | | |
|  | **Date of Birth (optional):** | | | | |
| **Email Address** | **National Insurance No.** | | | | |
| **Home Telephone** |  | **Work Telephone** |  | **Mobile Telephone** |  |

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| **Education and Training** |

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| School/College |  | Examinations & Qualifications  *(include level, grade)* |
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| **Professional and Other Training** |

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| **Employment History**  Please start with your present or most recent employment, include any service with H.M. Forces |

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| Date From | To | Employer & Nature of Business | Position Held & Details of Duties | Reason for Leaving |
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| *Please continue on a separate sheet if necessary* | |
| **Please give details of your current salary** | **£** |

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| **Additional Information**  Please give, in your own style, your reasons for applying for this position. We are particularly interested in hearing about your relevant experiences and achievements, and the personal qualities which you would bring to the post. Please include voluntary work and non-professional care experience. |

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| **Have you any existing connections with Gatesbield Housing Association? (e.g. are you related to a member of staff, committee member or tenant, or are you an approved contractor)** |  | Yes |  | No |
| *If yes, please provide details* | | | | |
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| **Criminal Convictions (***please refer to the guidance notes before completing this section)* | | | | | | | | | | | | | | | | | | | |
| **Please give details of any convictions you have had, including any ‘spent’ under the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001**  **Are there any proceedings pending against you?** | | | | | | | | | | | | | | | | | | | |
| **Applicants with Disabilities** (please refer to the guidance notes before completing this section)  **Do you consider yourself to be disabled under the Disability Discrimination Act?**  **If yes, please give details**  **Does Gatesbield need to make any reasonable adjustments to the workplace to accommodate your disability?**  **Health Record**  **Please state how many days you had off in the last 12 months due to sickness, providing details of any extended absence if you wish** | | | | | | | | | | | | | | | Yes | | | No | |
| **References** | | | | | | | | | | | | | | | | | | |
| *(Please refer to the guidance notes before completing this question)* | | | | | | | | | | | | | | | | | | |
| Name |  | | | | | | |  | Name |  | | | | | | | | |
| Job Title |  | | | | | | |  | Job Title |  | | | | | | | | |
| Capacity in which known | | |  | | | | |  | Capacity in which known | | |  | | | | | | |
| Address | | | | | | | |  | Address | | | | | | | | | |
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| Phone/email | |  | | | | | |  | Phone/email | |  | | | | | | | |
| Can we contact prior to interview? | | | |  | Yes |  | No |  | Can we contact prior to interview? | | | |  | | Yes |  | | No |

**Please ensure that you have read the guidance notes attached to this application form**

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| **Declaration** |

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| **I certify that to the best of my knowledge, the information given in this application is correct.** | | | |
| **Signature** |  | **Date** |  |

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| **Thank you for completing this application form. Please send it to:** |
| Job Application, Gatesbield Quaker Housing Association, New Road, Windermere, Cumbria LA23 2LA.  Tel: 015394 45578  Or send an electronic copy by e-mail to apply@gatesbield.org.uk |