



## Education

*If you need further space, please continue on a separate sheet*

Name of Secondary School	From
	To
Qualifications achieved	
Name of Further/Higher Education College	From
	To
Qualifications achieved	

## Professional Training

*If you need further space, please continue on a separate sheet*

Professional/Vocational Training	From
	To
Professional/Vocational Qualifications achieved	
Professional/Vocational Training	From
	To
Professional/Vocational Qualifications achieved	



## Employment History Continued

Employer (name & address)   Post code	From
	To
	Telephone no.
Position held	
Duties/achievements	
Reason for leaving	
Employer (name & address)   Post code	From
	To
	Telephone no.
Position held	
Duties/achievements	
Reason for leaving	
Employer (name & address)   Post code	From
	To
	Telephone no.
Position held	
Duties/achievements	
Reason for leaving	

**Relevant Skills and Knowledge**

*Please give details of relevant skills, experience and knowledge demonstrating how you meet the requirements of the post. For each item in the person specification, give examples from your past employment, interests, voluntary work or life experience.*

*Please include any additional information that you feel is relevant to your application.*

## Driving Licence

Most of our posts involve driving. For insurance purposes, it is important we have the following information.

Do you hold a full, valid car driving licence?	Yes / No	How long have you held a full licence?
Do you have your own transport?	Yes / No	
Any driving convictions or endorsements?	Yes / No	
If yes, please give details, including dates and points penalties		

## Criminal Offences

Under the Rehabilitation of Offenders Act 1974, you must disclose all previous convictions (including spent convictions). Please note that failure to disclose fully will disqualify you from appointment and, if appointed, render you liable to immediate dismissal without notice.

Have you ever been convicted of any criminal offence? (Other than driving offences)	Yes / No
If yes, please give details, including dates	

## Other

If you are not a UK or EC national, please give details of any conditions relating to your employment in this country	
Have you ever been subject to bankruptcy proceedings?	Yes / No
Do you currently have any County Court judgements against you?	Yes / No
Are you involved in any public duties (e.g. local councillor/JP)	Yes / No
Do you know any current or past member of our staff or board?	Yes / No
If yes to any of the above, please give details, including dates where relevant	
How did you learn about this vacancy?	

## Referees

Please give the name and full address of three referees not related to you. The first referee MUST be a senior manager from your present or most recent employer. The other referees must be able to comment on your ability to perform the duties of the post that you are applying for.

<i>This first referee MUST be a senior manager from your present or most recent employer.</i>	
Name	Telephone no. (work)
Position held	
Employer	Telephone no. (mobile)
	Telephone no. (home)
Post code	
May we contact this referee at short-list stage?	Yes / No
Name	Telephone no. (work)
Position held	
Employer	Telephone no. (mobile)
	Telephone no. (home)
Post code	
Name	Telephone no. (work)
Position held	
Employer	Telephone no. (mobile)
	Telephone no. (home)
Post code	

References are usually taken up after candidates have been short-listed. If you do not want us to make contact with your current employer at this stage please indicate above. Please note, we reserve the right to contact any previous employer if we feel that this would help in making a decision about the appointment.

## Declaration

I declare that the information given on this form is both correct and complete. I understand that deliberate misrepresentation or omission may lead to dismissal and/or legal action.

I also acknowledge that, if appointed, I will be required to provide necessary information to enable a personal file and computerised record to be established.

Signed

Date

## Equal Opportunities Monitoring

*Shropshire Rural Housing Association operates a policy of providing equal opportunity in employment, training and career development. To assist us in monitoring the effectiveness of this policy, and for that purpose only, we would be grateful if you would complete this section of the form. Completion is optional.*

### Ethnic Origin

Choose ONE section from A to E, and then tick the appropriate box to indicate your background.

A		B		C		D		E	
White		Mixed		Asian, Asian British		Black, Black British		Chinese, Chinese British	
British - English		White & Black Caribbean		Indian		Caribbean		Chinese	
British - Scottish		White & Black African		Pakistani		African			
British - Welsh		White & Asian		Bangladeshi		Black - Other			
British - Other		Mixed - Any Other		Asian - Other					
Irish								Any Other Background	
White - Any Other									

*Please note that these classifications are those recommended by the Commission for Racial Equality.*

### Gender

Please tick the appropriate box to indicate if you are male or female.

Male		Female	
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### Disability

If you are registered disabled, please indicate and give your Registered Disabled Person's number.

Are you Registered Disabled?	Yes / No	RDP Number:
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**When completed, please return this application form to**

**Mr Bryan Powell**  
**Chief Executive**  
**Shropshire Rural Housing Association Ltd**  
**The Maltings**  
**59 Lythwood Road**  
**Bayston Hill**  
**Shropshire**  
**SY3 0NA**

**[bryan.powell@shropshirerural.co.uk](mailto:bryan.powell@shropshirerural.co.uk)**