

Employment Application & Equal Opportunities Monitoring Form (RSF4)



TOLLCROSS
housing association

Return completed applications to: corporate@tollcross-ha.org.uk

1. Please read the Recruitment Guidance Note before completing the application.
2. Late applications will not be considered.
3. CVs and any attached information will not be accepted and will be removed prior to shortlisting.
4. Information supplied will be used in line with our Transparency Statement.
5. Part A & B of this application (Personal Details and Equals Opportunities Monitoring) will be removed prior to shortlisting. It will not be considered as part of the shortlisting process.

Declaration: By submitting your application, you accept the responsibilities outlined in the Recruitment Guidance Note, accept the content of the Privacy Notice and confirm that the information supplied is true and accurate (if it is subsequently discovered that any statement is false or misleading, or that relevant information has been withheld, your application may be disqualified or if appointment has already been made, you may be dismissed without notice).

Post:	
--------------	--

Where did you see the post advertised?	
-----------------------------------------------	--

Part A – Personal Details

Personal Information			
First name:		Email:	
Surname:		Mobile:	

Employment Requirements	Yes	No
Do you currently have the right to work and live in the UK?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a criminal conviction/s that we should be aware of?	<input type="checkbox"/>	<input type="checkbox"/>
Do you hold a full current driving license?	<input type="checkbox"/>	<input type="checkbox"/>

Managing of Interests	Yes	No
Do you receive any services from the Association or live in one of our properties (e.g. as your landlord, factor, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any business or voluntary commitment that links to the work that we do (e.g. member of a community group, stakeholder with a contractor, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Are you 'closely connected' to a current employee (including family and friends)?	<input type="checkbox"/>	<input type="checkbox"/>
Are you 'closely connected' to a Management Committee member (current or anyone who has been a member in the last 12-months)?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered Yes to any of the above, please provide details:

Referees (references will not be sought prior to a conditional offer being accepted).

Please provide details of two referees, they should be able to comment on your ability and experience (and should not be family members). Please provide one from your current or most recent employer.

Name:		Name:	
Email:		Email:	
Telephone:		Telephone:	
Relationship:		Relationship:	

Part B – Equal Opportunities Monitoring Form

We collect equality information to help us to plan and deliver effective services and to meet our legal and regulatory obligations. We use equality information for a range of purposes, including to help us to, protect and promote your rights and interests; promote equality objectives across our services; identify and address our customers' needs, improve our services, develop policies; and identify and eliminate any form of discrimination.

All equalities monitoring questions are optional. You are not obliged to answer any of these questions but by answering as many questions as possible you will help us improve our policy development.

Q1. Gender

Male

Female

Intersex

Non-binary

Prefer own term

Prefer not to say

Q2. Is the gender you identify with the same as your sex registered at birth?

Yes

No

Prefer not to say

Q3. Age

16-24

25-34

35-44

45-54

55-64

65+

Prefer not to say

Q4. Ethnic Origin

White

Scottish

British

English

Irish

Northern Irish

Welsh

Gypsy/ Traveller

Other

Asian or Asian British

Indian

Pakistani

Bangladeshi

Chinese

Other

Black or Black British

African

Caribbean

Other

Other Mixed / Multiple group

Any other ethnic group

Prefer not to say

Q5. Religion or belief

Atheist

Christianity

Catholic

Protestant

Buddhism

Hinduism

Islam

Judaism

Sikhism

Other

None

Prefer not to say

Q6. Marital status

Married / civil partnership

Co-habiting

Single

Other

Prefer not to say

Q7. Sexual orientation

Heterosexual / straight

Lesbian / Gay

Bisexual

Prefer not to say

Prefer own term

Q8. Do you consider yourself to have a disability?

Yes No Prefer not to say

Q9. Do you consider yourself to be a carer*?

Yes No Prefer not to say

**A carer is anyone who looks after a family member, partner or friend who needs help because of their illness, frailty, disability, a mental health problem or an addiction and cannot cope without their support. The care they give is unpaid.*

Part C – Disability Confident Scheme

We operate an interview guarantee scheme for those who consider themselves to have a disability and meet the minimum essential criteria for the job role.

Do you consider yourself to be disabled and wish to participate within the scheme? Yes No

Post:

Part D – Education, Qualifications, Training and Professional Memberships**Education and Formal Qualifications (relevant to the job role)**

Qualification Achieved	Subject	Grade / Level Achieved

Professional Membership/s Summary (provide any relevant information)

Training Summary (provide any relevant information)

Skills Summary (provide any relevant information, e.g. ICT/computer skills)

Part E – Suitability Statement

Why you are suitable for this post?

Relate your skills, knowledge and experience to the job description and person specification.

Part E – Employment History

Current / most recent employer			
Position		Hours of work	
Employer		Notice period	
Dates employed		Final salary	
Reason for leaving			
Summary of key duties (500 max word count):			

Employment history (chronological order)		
Position		Summary of key duties (200 max word count):
Employer		
Dates		
Hours of work		
Final salary		
Reason for leaving		
Position		Summary of key duties (200 max word count):
Employer		
Dates		
Hours of work		
Final salary		
Reason for leaving		
Position		Summary of key duties (200 max word count):
Employer		
Dates		
Hours of work		
Final salary		
Reason for leaving		

Employment history (chronological order)		
Position		Summary of key duties (200 max word count):
Employer		
Dates		
Hours of work		
Final salary		
Reason for leaving		
Position		Summary of key duties (200 max word count):
Employer		
Dates		
Hours of work		
Final salary		
Reason for leaving		
Position		Summary of key duties (200 max word count):
Employer		
Dates		
Hours of work		
Final salary		
Reason for leaving		

Employment history (chronological order)		
Position		Summary of key duties (200 max word count):
Employer		
Dates		
Hours of work		
Final salary		
Reason for leaving		
Position		Summary of key duties (200 max word count):
Employer		
Dates		
Hours of work		
Final salary		
Reason for leaving		
Position		Summary of key duties (200 max word count):
Employer		
Dates		
Hours of work		
Final salary		
Reason for leaving		