



Leighton Linslade Homeless Service

Charity Number: 1182990 Patron: Andrew Selous MP Phone Number: 07842 122429

Application for Employment

Vacancy Details:

Job Title

Please complete all sections of the application form as the information provided on this form will be used as part of the selection process.

Personal Details

Title	Surname / Family Name	First Name (s)
Home Address		Post Code
Preferred Contact Number	Other Contact Number	Email Address
Nationality (applicable to all applicants)	Are you eligible to work in the UK?	
	Yes <input type="checkbox"/> No <input type="checkbox"/> Further information about what documents are required of proof of eligibility can be provided on request.	

How much notice is required by your present employer?	
Where did you see this vacancy advertised?	

Curriculum Vitae

Have you attached your Curriculum Vitae to this application?

Yes No



Leighton Linslade Homeless Service

Charity Number: 1182990 Patron: Andrew Selous MP Phone Number: 07842 122429

References

Please give below the names and addresses of people to whom we may apply for information about your work, experience and attendance record and indicate your relationship to the referee (please refer to the job related information to confirm the number of referees required for this vacancy). One referee must be your most recent or current employer (if previously employed). If you have just left school/college, you may supply details of your Head Teacher/Principal.

1. Most recent/current Employer:		2. Relationship:		3. Relationship:	
Name		Name		Name	
Address		Address		Address	
Post code		Post code		Post code	
Phone		Phone		Phone	
Mobile		Mobile		Mobile	
Email		Email		Email	
Can we contact this referee before interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Can we contact this referee before interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Can we contact this referee before interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you are offered a position, please note it is policy that any written offer of employment will be subject to receipt of satisfactory references, at least until the most current employer reference is received and deemed satisfactory.

If any referee knows you by a different surname please give details	
---	--

Disclosure of criminal convictions

To apply for a job at LLHS you must tell us about any unspent criminal convictions you have.

When applying for certain jobs, you will also need to declare spent criminal convictions, pending charges/current police investigations, bind overs, warnings and cautions or reprimands. (See item 2 below)

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

If you disclose a conviction, it doesn't necessarily mean that we will not consider and appoint you. Our main consideration will be whether the offence would make you unsuitable for the type of work you are applying for.



Leighton Linslade Homeless Service

Charity Number: 1182990 Patron: Andrew Selous MP Phone Number: 07842 122429

1. Please read carefully the notes in this section and enter any unspent convictions below.
2. Certain jobs are exempt from the Rehabilitation of Offenders Act 1974. This means that you must also state 'spent' criminal convictions, pending charges/current police investigations, bind overs, warnings and cautions or reprimands if you are applying for a job where there is likely be regular contact with under 18 year olds and other vulnerable groups. There may be other specified jobs that are also exempt from the Act – where this is applicable it will be indicated in the job advert and/or the accompanying recruitment information. A Disclosure and Barring Service disclosure will be required for all these posts that fall into this category where an applicant is offered the position.

Do you have any criminal convictions to declare? Yes No

If **yes**, please complete the section below:

Offence	Date of Conviction	Sentence

Further information in relation to any conviction may be required at interview.

I certify that the above information (and any further information enclosed) is correct and I agree that LLHS may take reasonable steps to verify this information (e.g. by obtaining proof of qualifications).

I understand that LLHS will process and retain the personal information contained on this form for purposes connected with my application or my health and safety while on the premises, my employment record if appointed, and any statistical analysis.

Name	Date Completed
------	----------------

You have the right under data protection legislation to a copy of information held about you (the right of 'subject access'). You can obtain this information by writing to: *The Black Horse, 21 North Street, Leighton Buzzard, LU7 1EQ*



Please ensure that you return the completed application form including the attached Equal Opportunities monitoring form (which must have your date of birth completed in order that your application can be progressed) to The Black Horse, 21 North Street, Leighton Buzzard, LU7 1EQ

Please now complete the **Equality Opportunities Form** in the section below.

Equal Opportunities Form

Leighton Linslade Homeless Service is an equal opportunities employer.

We have an equal opportunities policy, the aim of which is to ensure that no job applicant receives less favourable treatment on irrelevant grounds (e.g. sex, race, colour, ethnic or national origins, age, disability, religious, sexual orientation or marital status), nor is disadvantaged by conditions or requirements which cannot be shown to be justified and relevant to the job.

In order to ensure that this policy is carried out, it is necessary for us to have some means of monitoring our recruitment and selection activity. Only by such measures will we be able to identify potential sources of discrimination and take remedial action. For this reason alone we would be most grateful if you would answer the following questions.

On receipt, the monitoring form will be separated from the application form and securely stored. It will be treated as strictly confidential and will be used for statistical monitoring only. To carry out this approach we need your assistance and would be grateful if you would provide the information requested; none of this information will be seen or used during the selection process.

Section 1

Date of Birth	Family Name or Last Name	First Name (s)



This information must be provided to carry out our administration procedures; however it will not be used during selection processes.

Section 2

Please select one of each of the following sections which best describes you

Gender		Disability: Do you consider yourself disabled?	Yes <input type="checkbox"/> No <input type="checkbox"/> I prefer not to say <input type="checkbox"/>		
Male <input type="checkbox"/>	Female <input type="checkbox"/>				



Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.

Section 3

Religion or belief (Please describe your religion or belief)					
No religion	<input type="checkbox"/>	Christian – Church of Ireland	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Christian – Methodist Church in Ireland	<input type="checkbox"/>	Spiritual	<input type="checkbox"/>



Leighton Linslade Homeless Service

Charity Number: 1182990 Patron: Andrew Selous MP Phone Number: 07842 122429

Christian	<input type="checkbox"/>	Christian – Other Denomination	<input type="checkbox"/>	Other religion or belief – please state (optional)
Christian – Church of Scotland	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	
Christian – Roman Catholic	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	
Christian – Presbyterian Church in Ireland	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	I prefer not to say <input type="checkbox"/>

Section 4

Ethnic Origin			
White British	<input type="checkbox"/>	Asian or Asian British – Bangladeshi	<input type="checkbox"/>
White English	<input type="checkbox"/>	Asian or Asian British - Chinese	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Asian or Asian British – Indian	<input type="checkbox"/>
White Scottish	<input type="checkbox"/>	Asian or Asian British - Pakistani	<input type="checkbox"/>
White Welsh	<input type="checkbox"/>	Other Asian Background	<input type="checkbox"/>
Irish Traveller	<input type="checkbox"/>		
Other White background	<input type="checkbox"/>		
Not Known	<input type="checkbox"/>	Black or Black British - African	<input type="checkbox"/>
I prefer not to say	<input type="checkbox"/>	Black or Black British - Caribbean	<input type="checkbox"/>
		Other Black background	<input type="checkbox"/>
		Mixed – White & Asian	<input type="checkbox"/>
		Mixed – White & Black African	<input type="checkbox"/>
		Mixed – White & Black Caribbean	<input type="checkbox"/>
		Other Mixed background	<input type="checkbox"/>
		Arab	<input type="checkbox"/>
		Gypsy or Traveller	<input type="checkbox"/>
		Other Ethnic Group	<input type="checkbox"/>

Section 5

Sexual Orientation (Please describe your sexual orientation)											
Towards people of a different sex (straight)	<input type="checkbox"/>	Towards men of the same sex (gay)	<input type="checkbox"/>	Towards women of the same sex (lesbian)	<input type="checkbox"/>	Towards people of both sexes (bisexual)	<input type="checkbox"/>	Other (e.g. asexual)	<input type="checkbox"/>	I prefer not to say	<input type="checkbox"/>