Employment Application Form

**Completing this application for employment form**

Please complete this form in your own handwriting or on the computer. Computer copies may be emailed by the deadline date, and you will be asked to sign the application form if selected for interview, before the interview commences. Please ensure you complete all sections of the form.

The mission and values of 2 Way Tenancy Solutions CIC are extremely important to us and is the building block of our organisation. All employees should understand and demonstrate the core values in their work, attitude and behaviour.

The information provided on this application form will remain confidential and will be used for the purpose of selection and recruitment. Where the application is successful the organisation may, from time to time thereafter, wish to process this information (as updated periodically) for personnel administration and business management processes. Where this is the case, processing, whether by means of computer or otherwise, will take place in accordance with the provisions of the Data Protection Act 1998.

By signing this form you will be providing the organisation with your consent to these uses.

On completion of this form, please return to:

**Itai Mabvute**

**Operations Manager**

**2 Way Tenancy Solutions CIC**

**Greenesfield Business Centre**

**Mulgrave Terrace**

**Gateshead**

**NE8 1PQ**

**Email:** [**itai@2waytenancy.co.uk**](mailto:itai@2waytenancy.co.uk) **Tel:0191 490 9407**

**Equality and Diversity (Equal Opportunities)**

2 Way Tenancy Solutions CIC wholeheartedly supports the principle of equality of opportunity in employment. We are committed to a policy of treating all employees and job applicants equally. Our aim is that all colleagues should be able to work in an environment free from discrimination, harassment and bullying. In order to ensure equality and for reasons of confidentiality within the recruitment process, section A will not be passed to the selection panel and will be retained by HR.

**Safeguarding and Child Protection**

2 Way Tenancy Solutions CIC recognises that the safeguarding and protection of children and vulnerable adults is of paramount importance within the organisation. 2 Way Tenancy Solutions CIC has a duty of care to safeguard all children and vulnerable adults involved in activities provided through our projects and events. Safety and protection will be given to all participants through adherence to the Safeguarding policy and guidelines adopted by 2 Way Tenancy.

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant reference |  | | |
| Job Reference |  | Service |  |
| Job |  | | |

**Education and qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date from | Date to | Course or qualifications | Grade | Year |
|  |  |  |  |  |

**Other courses you have been on that are relevant to your application (**within the last three years)

|  |  |  |  |
| --- | --- | --- | --- |
| Name of course | Date From | Date to | Details |
|  |  |  |  |

**Membership of organisations that are relevant to your application**

|  |  |  |
| --- | --- | --- |
| Name of organisation | Level of membership | Year you joined |
|  |  |  |

**Employment history (present or most recent job first)**

(Please use a separate sheet if necessary)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name and address of employer** | **Job** | **Date from** | **Date to** | **Pay** | **Reasons for leaving** |
|  |  |  |  |  |  |

**Please give details of your main duties and responsibilities in your present or most recent job** (please use a separate sheet if necessary)

|  |
| --- |
|  |

**Please give details of any periods when you were not in employment, education or training**

|  |
| --- |
|  |

**Please explain how your experience, skills and knowledge meet the requirements of the job you have applied for** (please use a separate sheet if necessary)

|  |
| --- |
|  |

**General**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Do you have a current driving licence Yes No | | | | | | | |
| If we offered you the job, when would you be able to start work with us? |  |  |  |  |  |  |  |
| How much notice would you have to give your current employer | |  | Weeks | | |  | Months |

**References**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please give details of two referees. If you are in, or have just finished, full-time education, one referee should be from your school or college. If you are working, one referee should be your present employer. We may also take references from any of your past employers. We will take references before we interview you. | | | | | |
| Referee’s name | |  | Referee’s name | |  |
| Referee’s position | |  | Referee’s position | |  |
| Address | |  | Address | |  |
|  | | |  | | |
|  | | |  | | |
| Phone |  | | Phone |  | |
| e-mail |  | | e-mail |  | |
| Type of references  (such as employment, academic or personal) | | | Type of reference  (such as employment, academic or personal) | | |
|  | | |  | | |

**We may follow up written references by phone**

**Disclosure**

|  |
| --- |
| This job may be exempt from the Rehabilitation of Offenders Act 1974. If it is exempt, this means we must contact the Criminal Record Bureau for a ‘Disclosure’. If this is the case, we will give you more details if we ask you to come in for an interview. |
| **We will use this part of the form to help us shortlist people for interview. If you withhold or give false information or fail to give us the information we ask for, we could disqualify you from applying for other jobs or dismiss you if we have already appointed you.** |

**Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| As far as I know, the information I have given is correct. | | | |
| Your signature |  | Date |  |

**Please return your application form to:**

**Operations Manager**

**2 Way Tenancy Solutions CIC**

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