

APPLICATION NO.

Job applying for
Job Reference Number



# Application for Employment

If you would like this application form in large print or in another format, please contact the OD Department on 0300 111 7000

Please save this form on your computer when completed and attach it to your online application or email it to [accord@myfuturecareer.co.uk](mailto:accord@myfuturecareer.co.uk)

The information you provide on this form will be used for employment purposes.

## 1. Personal details

Mr/Mrs/Miss/Ms/Other	First Name(s)
Last Name	Previous Last Name(s)
Address	
Postcode	
Home Telephone No.	Work Telephone No.
Mobile Telephone No.	Email

## 2. Present or most recent employment

Employer's Name	Your occupation
Address	
Date Appointed	Salary
Benefits	Period of Notice
Why do you wish to leave?	
Please provide a brief description of your duties	

### 3. Previous employment

From	To	Name of employer	Post held	Salary	Reason for leaving

### 4. Education and qualifications

Qualification gained (or being sought)	Dates From - To	Full or part time	Names of schools/colleges training providers	Date awarded	Grades obtained

### 5. Membership of professional bodies or other organisations relevant to post

(State level and date of membership and whether gained by examination)

## 6. Training - please list any other training courses you have attended

Dates	Details	Qualification

## 7. Driving

Do you hold a current full licence?      No       Yes

If yes, for which groups of vehicles?

Do you own a car?      No       Yes

You need only answer this if relevant to mobility requirements of the post or if the car is applicable

## 8. References

Name \_\_\_\_\_

Occupation \_\_\_\_\_

Organisation \_\_\_\_\_

Full address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Capacity in which reference will be given e.g. employer, colleague  
\_\_\_\_\_

Please indicate whether referee can be contacted prior to interview  
No  Yes

Name \_\_\_\_\_

Occupation \_\_\_\_\_

Organisation \_\_\_\_\_

Full address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Capacity in which reference will be given e.g. employer, colleague  
\_\_\_\_\_

Please indicate whether referee can be contacted prior to interview  
No  Yes

Please ensure telephone numbers are included as referees will be contacted by telephone and letter.  
Please indicate any dates when you are unavailable for interview \_\_\_\_\_

## 9. Personal information

To the best of your knowledge are you

1. Related to any committee member? No  Yes  (If yes, please give details below)
2. Related to or a partner of an existing or previous member of staff? No  Yes  (If yes, please give details below)
3. A tenant of Accord (or have been a tenant in the last 12 months?) No  Yes  (If yes, please give details below)
4. Related to or sharing accommodation with a tenant (or someone who has been a tenant in the last 12 months?) No  Yes  (If yes, please give details below)
5. Related to or connected with an Accord contractor in any way? No  Yes  (If yes, please give details below)

Name	Relationship
Name	Relationship
Name	Relationship
Name	Relationship

If there are changes to the above during your employment with Accord, it is important that you declare this as soon as the change occurs.

## 10. Equal opportunities

Accord's aim is to treat all applicants fairly. To help us implement our equal opportunities policy, please complete the following section. The information will be treated as confidential.

Male  Female

White: British <input type="checkbox"/>	Asian/Asian British <input type="checkbox"/>	Black/Black British <input type="checkbox"/>
White: Irish <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Caribbean <input type="checkbox"/>
White: Other <input type="checkbox"/>	Asian/Asian British <input type="checkbox"/>	Black/Black British <input type="checkbox"/>
Chinese <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	African <input type="checkbox"/>
Mixed: White and Asian <input type="checkbox"/>	Asian/Asian British <input type="checkbox"/>	Black/Black British <input type="checkbox"/>
Other (please state) <input type="checkbox"/>	Indian <input type="checkbox"/>	Other <input type="checkbox"/>
	Asian/Asian British <input type="checkbox"/>	Black/Black Other <input type="checkbox"/>
	Other <input type="checkbox"/>	Mixed: White and Black <input type="checkbox"/>
	Mixed: White and <input type="checkbox"/>	African <input type="checkbox"/>
	Black Caribbean <input type="checkbox"/>	

Do you speak any other languages?

Bengali	<input type="checkbox"/>	Gujarati	<input type="checkbox"/>	Punjab	<input type="checkbox"/>	Turkish	<input type="checkbox"/>
British Sign Language	<input type="checkbox"/>	Hindi	<input type="checkbox"/>	Spanish	<input type="checkbox"/>	Urdu	<input type="checkbox"/>
French	<input type="checkbox"/>	Italian	<input type="checkbox"/>	Other (please state)	<input type="checkbox"/>	_____	

## 11. Additional information

Please provide any further information which you think will support your application further. Please tell us how you meet the criteria (e.g. experience, skills, knowledge) listed on the job description and person specification. Include any skills or experience that may have been gained through paid employment, voluntary work, community activities or through family experience.

Please use the back page of this form if you require any extra space

Where did you see the post advertised?

## 12. Declaration

I declare that the information provided in this form is complete and accurate and I understand that any false statement on this form will disqualify my application and may lead to dismissal if employed by Accord.

**Signed**

**Date**

To enter additional information, please scroll down.  
Please click the button below to email your application or alternatively, you can save this file to your computer and go back to the web page to submit your application.

If you have any reason to believe that your application has not been fairly considered, please write promptly to the Chief Executive. The matter will be fully investigated and a report sent to you.

**For HR use only** D



**Additional information continued...**