No:

# JOB APPLICATION FORM

## PERSONAL DETAILS

(Personal details will be detached for shortlisting purposes in line with Homeless Link’s Equal Opportunities Policy)

|  |  |
| --- | --- |
| Position Applied For: |  |
|  |  |  |
| Full Name: |  |
|  |  |  |
| Address: |  |
|  |  |  |
| Telephone Number | Daytime: |  |
|  | Evening: |  |
|  |  |  |
| Email Address: |  |
|  |  |  |
| Are you eligible to work in the UK | Yes  |  | No |  |
| Please provide proof of your eligibility to work in the UK by entering your British passport number below. If you do not hold a current British Passport please provide other evidence e.g. NI number certificate, work permit. |
| British Passport Number: |  |

No:

**EDUCATION AND TRAINING**

Please give details of education and training, including any relevant qualifications, starting with the most recent.

|  |  |
| --- | --- |
| Date | Training/Qualification |
|  |  |
|  |  |
|  |  |
|  |  |

Please add rows or continue on an additional sheet if necessary.

**WORK EXPERIENCE**

Please give details of your employment history starting with the most recent including any voluntary/unpaid work, giving a brief outline of your duties.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates and Salary | Employer, Job Title and Brief Description of Responsibilities  | Full or Part Time | Reason For Leaving |
|  |   |  |  |
|  |  |  |  |
|  |  |  |  |

Please add rows or continue on an additional sheet if necessary.

**EXPERIENCE, SKILLS, KNOWLEDGE AND ABILITIES**

Please give a description of your experience, skills, knowledge and abilities in relation to each point in the Person Specification as listed below.

|  |
| --- |
| **QUALIFICATIONS AND SPECIALIST KNOWLEDGE FOR THE ROLE****EXPERIENCE AND TRACK RECORD****GENERAL REQUIREMENTS FOR ROLES AT HOMELESS LINK** |

Please expand answer box or continue on an additional sheet if necessary.

**ADDITIONAL QUESTIONS**

Why are you interested in this Job?

|  |
| --- |
|  |

Please expand answer box or continue on an additional sheet if necessary

Briefly describe how you think an organisation like Homeless Link should address equal opportunities in its work

|  |
| --- |
|  |

Please expand answer box or continue on an additional sheet if necessary

|  |
| --- |
| **DISABILITIES** |
| Do you require any special arrangements to be made for your [interview/ assessment test] on account of a disability? | Yes | No |
| If “yes” please give brief details of the effects of your disability on your day-to-day activities and any other information that you feel would help us accommodate your needs during your [interview/ assessment test and this meet our obligations under the Equality Act 2010 |

**SUPPORTING PEOPLE WITH EXPERIENCE OF HOMELESSNESS**

As part of Homeless Link’s commitment to support people with experience of homelessness, we have committed to giving feedback to applicants who have experience of homelessness. Have you had experience of homelessness?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  |  | No |  |  |

**START DATE AND REFEREES**

|  |  |
| --- | --- |
| If appointed when would you be available to start? |  |

Please give the names and contact details of two referees, one of whom should be your last or present employer. References will be taken up if you are offered the post; any offer of employment will be subject to satisfactory references.

|  |  |
| --- | --- |
| Referee 1 | Referee 2 |
| Name: |  | Name: |  |
| Address: |  | Address: |  |
| Telephone No: |  | Telephone No: |  |
| Email: |  | Email: |  |
| Position: |  | Position: |  |

## DECLARATION

The details given on this application are correct to my knowledge and belief. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. By signing and returning this application form I consent to Homeless Link using and keeping information about me - provided by me or third parties, such as referees - relating to my application or future employment. Such information includes details relating to my health and to any criminal record.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

**Please email your completed Application Form together with your Diversity and Equal Opportunities Monitoring Form to** **recruitment@homelesslink.org.uk****.**

**Or alternatively, post to -**

Office Administrator, Homeless Link

Minories House, 2 – 5 Minories, London, EC3N 1BJ

Tel: 020 7840 4426