

Leeds Housing Concern
4 Ashbrooke Business Park, Parkside Lane, Leeds LS11 5SF

Tel: 0113 276 0616 Email: info@leedshc.org.uk
www.leedshc.org.uk



JOB APPLICATION FORM

LHC is committed to equality of opportunity in employment and has designed this form as part of its equal opportunities policy. The information in this application will therefore be the only criteria used to assess whether you will be short-listed for interview. **Please refer to the job description and specification when completing this form.**

CVs will not be considered.

Please complete all sections of the application. Use black ink or type.

APPLICATION FOR THE POST(S) OF: (Please indicate which post(s) you wish to apply for)	
---	--

PERSONAL DETAILS

Family Name: First Name(s): Home Address:	Telephone Numbers: Home: Work: Mobile: May we contact you at work? YES/NO
---	--

PLEASE SUPPLY DETAILS OF TWO REFEREES ONE OF WHICH SHOULD BE YOUR CURRENT/MOST RECENT EMPLOYER OR HEAD OF DEPARTMENT.

1. Telephone Number: Please state relationship between referee and applicant.	2. Telephone Number: Please state relationship between referee and applicant.
---	---

References will be requested prior to interview for all short listed candidates. LHC reserves the right to undertake further checks on references regarding information provided at interview.

DRIVING LICENCE Do you hold a current full UK driving licence YES/NO	WORK PERMIT Are you required to have a work permit? YES/NO
---	---

How did you find out about this post?

**DETAILS OF CURRENT AND ALL PREVIOUS EMPLOYMENT. PLEASE ALSO IDENTIFY REASONS FOR GAPS
IN EMPLOYMENT (include a further sheet if necessary)**

Employer	Post held	Dates (From-To)	Main Duties	Reason for leaving

OTHER RELEVANT EXPERIENCE

Please list any other unpaid work, including for example, voluntary experience, working with tenants associations or community groups or involvement in committees etc.

Dates (From-To)	Nature Of Activity (please include details of responsibilities held)

EDUCATION AND TRAINING

Please give information about education & training undertaken e.g. academic & formal qualifications, short course, vocational.

Name Of Course/Where Studied	Dates	Subject Studied And Qualifications (if applicable)

REASON FOR APPLYING

Please provide information on your skills, knowledge and understanding as identified in the job specification by giving examples of practice that will support your application. Please use **one additional sheet only** if the form does not give enough room for all the information you wish to supply. Please note that information given on more than 1 additional sheet will not be considered.

Please give your views on homelessness and the impact this may have on people.

Please give your views on Equal Opportunities and Diversity and how these may impact on staff and service users.

Leeds Housing Concern is discharging a Social Service function and is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and in this connection you are obliged to disclose current and spent convictions.

Please note that successful candidates will be subject to an enhanced criminal record bureau check.

Do you have any previous convictions? YES/NO

If yes, please give details

Date	Nature Of Summons Or Charge	Court	Sentence Or Order

ABSENCES

Please indicate the number of day's sickness and other types of absence taken during the past 2 years.

Please give dates and details of each period of illness/absence.

DECLARATION

I declare that, to the best of my knowledge and intention, the information given is true and correct at the time.

Signature:

Date: