

# Application for employment

Please complete in Black ink

flagship

An Exempt Charity

**Please return form to:**

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Flagship<br>Keswick Hall, Keswick<br>Norwich, Norfolk NR4 6TJ<br>T: 01603 255400<br>F: 01603 255404<br>E: info@flagship-housing.co.uk<br>W: flagship-housing.co.uk | <input type="checkbox"/> Flagship<br>Michael Chaplin House<br>Station Road, Dereham<br>Norfolk NR19 1DA<br>T: 0845 601 3390<br>F: 01362 656510<br>E: pwaha@flagship-housing.co.uk<br>W: flagship-housing.co.uk | <input type="checkbox"/> Flagship<br>Avocet House, Station Road<br>Framlingham, Suffolk IP13 9EE<br>T: 0845 601 3390<br>F: 01728 727500<br>E: shha@flagship-housing.co.uk<br>W: flagship-housing.co.uk | <input type="checkbox"/> Flagship<br>Cedar Lodge, Chiswick Avenue<br>Mildenhall, Suffolk IP28 7BD<br>T: 0845 601 3390<br>F: 01638 582699<br>E: kfh@flagship-housing.co.uk<br>W: flagship-housing.co.uk |
|---|--|--|--|

<b>Position applied for</b>	
<b>Company</b>	

Personal details	Education and training									
Surname:	Qualifications attained at school/college/university									
Initials:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 65%;">Exam/Qualification</th> <th style="width: 20%;">Result</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Date	Exam/Qualification	Result						
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Address:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">Professional membership</th> </tr> <tr> <th style="width: 65%;">Name of association</th> <th style="width: 15%;">Date</th> <th style="width: 20%;">Status</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Professional membership			Name of association	Date	Status			
Professional membership										
Name of association		Date	Status							
Postcode:										
Telephone (home):										
Telephone (mobile):										
Email:										
How many days absence through sickness or injury in the last year?										
Number of periods of absence:										
Do you possess a current clean driving licence?										

Employment history (present or most recent)	
Name and address of organisation:	Brief description of duties:
Position held:	
Present salary:	
Date appointed:	
Date ended:	
Notice required:	

**Previous employment** (within the last 10 years - most recent first)

Name and address of employer	Position(s) held	From	To	Reason for leaving

**Breaks in employment** - Please give dates and reasons for any breaks in continuous employment

From:	To:	Reason:

**References**

Please give details of two people (not relatives) to whom we may apply for a reference.  
One should be your **present or most recent employer**.

Please tick if you wish to be approached before these people are contacted

Name:	Name:
Occupation:	Occupation:
Address:	Address:
Telephone:	Telephone:
Email:	Email:

### Previous convictions

Have you been convicted of any criminal offences which are not yet 'spent' under The Rehabilitation of Offenders Act 1974?

Yes  No

If 'Yes', please give details:

### Interests

Please give details of any pastimes, hobbies, voluntary work etc:

### Supporting information

Please give details in support of your application, continuing on a separate sheet if necessary as this information will be used for shortlisting purposes.

Continue overleaf...

**Supporting information - continued**

Are you or your partner related to any current board member or employee of Flagship or its member companies, or anyone who has been a board member or employee in the last 12 months?

Yes  No

If 'Yes', please give details:

Are you related to anyone who is a contractor, consultant or supplier to Flagship or its member companies?

Yes  No

If 'Yes', please give details:

Are you a previous employee of Flagship or its member companies?

Yes  No

If 'Yes', please give details:

**Declaration** - By signing/submitting this application form you are giving permission for your personal information to be stored and processed for the purpose of arriving at selection decisions, for it to be used as a basis for a personnel record and for sensitive data to be used for the purpose of equal opportunities monitoring. We will store your application form and any assessment file for one year as your results remain valid for 12 months. If you reapply for another position within a year, we may be able to use some of the previous scores obtained. If you are appointed to this post based on any false, misleading or inaccurate information, your employment may be terminated.

**The information I have given in this application is, to the best of my belief, true, complete and accurate.**

Signed:

Date:

If you'd like this 'Application for employment' form in large print, Braille, audio format, or translated into another language, please call Flagship Response on **0845 601 3390**.

Flagship Housing Group Limited and its member companies are registered under the Data Protection Act (1998) and will only process data according to our stated purpose under that registration.

**Flagship promotes equal opportunities both as an employer and in access to housing.**

# Job application survey form

flagship



Flagship is committed to Equality & Diversity. To help us monitor the effectiveness in this area we ask you to complete this questionnaire. The form will be separated from your application form on receipt, kept confidentially and will not be seen by the staff responsible for shortlisting.

<b>Position applied for</b>	
<b>Location</b>	
<b>Surname:</b>	<b>First names:</b>

<b>Please tick appropriate boxes:</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input type="checkbox"/> Married	<input type="checkbox"/> Single	<input type="checkbox"/> Other

<b>Date of birth:</b>	<b>Present age:</b>
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<b>Do you consider yourself to have a disability?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state nature of disability:		
Are there any special arrangements you would wish us to make, should you be invited for interview?		

<b>Ethnic origin</b> - How would you best describe your ethnic origin? (Please tick one)				
White:	<input type="checkbox"/> British	<input type="checkbox"/> Irish	<input type="checkbox"/> Other	
Mixed White & Black:	<input type="checkbox"/> Caribbean	<input type="checkbox"/> African	<input type="checkbox"/> Asian	<input type="checkbox"/> Other
Asian or Asian British:	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Other
Black or Black British:	<input type="checkbox"/> Caribbean	<input type="checkbox"/> African	<input type="checkbox"/> Other	
Chinese or other Ethnic Group:	<input type="checkbox"/> Chinese	<input type="checkbox"/> Other	<input type="checkbox"/> I do not wish to state	

<b>Sexual orientation</b> - How would you best describe your sexual orientation? (Please tick one)						
<input type="checkbox"/> Hetrosexual	<input type="checkbox"/> Lesbian/Gay/ Homosexual	<input type="checkbox"/> Bi-sexual	<input type="checkbox"/> Gender reassignment	<input type="checkbox"/> Other	<input type="checkbox"/> I do not wish to state	

<b>Religion / belief</b> - How would you best describe your religion / belief? (Please tick one)					
<input type="checkbox"/> Christian	<input type="checkbox"/> Muslim	<input type="checkbox"/> Jewish	<input type="checkbox"/> Hindu	<input type="checkbox"/> Buddhist	
<input type="checkbox"/> Sikh	<input type="checkbox"/> Other	<input type="checkbox"/> No religion		<input type="checkbox"/> I do not wish to state	

Where did you learn about this vacancy?
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# Performance exemplar

**Purpose** To create places where people want to live

**Vision** To get service right, first time

## Exemplar status

- Best in sector
- Outstanding reputation
- Growth and innovation

## Goals

- Excellent service
- Minimal waste
- Sustainable growth

## Values

- Excellence
- Integrity
- Partnership
- Innovation