



**APPLICATION FOR THE POST OF**

**Human Resources Advisor**

**Closing Date: 26 March 2010**

**PERSONAL INFORMATION**

Surname \_\_\_\_\_ Initials \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone Number \_\_\_\_\_ (day) \_\_\_\_\_ (evening)

**EDUCATION AND TRAINING**

Place of Study & Dates	Subjects studied	Qualifications attained

**Professional Qualifications/Memberships**

Please give date(s) attained. (Proof of qualifications may be requested if appointed).  
Please include memberships of any voluntary or other organisations.

**Driving Licence**                      **Yes**       **No**

If yes is it Full or Provisional

**Detail any penalty point Endorsements**

**WORK EXPERIENCE**



**consider relevant to this position. You should demonstrate in this section how you meet the essential and desirable criteria outlined in the Person Specification.**

**If you require more space, please tick this box and use a separate piece of paper**

### **HEALTH STATEMENT**

**Please indicate your current state of health.** \_\_\_\_\_

**Days off due to sickness in the last 2 years?** \_\_\_\_\_

**NB: Successful candidates may be required to complete a Health Questionnaire (for insurance**

purposes) and to undertake a medical examination by their own Doctor (at the Association's expense).

## REFERENCES

Please give names and addresses of two referees, one of whom should be your present or immediate past employer. References will be taken up for shortlisted candidates only. Please tick the box provided if you would prefer us NOT to contact your referee(s) without your consent.

(1) Work

Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_

Please do not contact •

(2) Other

Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_

Please do not contact •

Where did you see this post advertised? \_\_\_\_\_

## DECLARATIONS

1. Please declare any relationship with any Association Board or Staff Member.
2. I confirm that all the information I have provided on this form is correct, to the best of my knowledge. I understand that Berwickshire Housing Association already has my details recorded on a database, that this data will not be revealed to a third party, and that it will be deleted once the vacancy to which I have applied has been filled. I accept that the provision of false information, including by omission, is grounds for dismissal; and that either direct or indirect canvassing of Berwickshire Housing Association's employees in connection with this post is grounds for disqualification. I understand and agree that if my application is successful the information provided may be used to create a confidential computer and manual based system the use of which complies with the Data Protection Act and if my application is not successful the information provided will be destroyed after a period not exceeding 6 months.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**CONFIDENTIAL**

## EQUAL OPPORTUNITIES MONITORING FORM

Berwickshire Housing Association is committed to being an equal opportunities employer. This means the Association needs to know details of applicants' sex, ethnic origin and disabilities, so that we can ensure that our recruitment is fair and does not discriminate against any group. You can help by completing this form.

Please note that the information provided in this monitoring form is not used in the selection process.  
It is used purely to monitor the effectiveness of the Association's Equal Opportunities Policy.

Your co-operation in completing this form is appreciated.

<b>APPLICATION FOR THE POST OF</b>	
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<b>Do you consider yourself to have a disability</b>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
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**What is your nationality?**

(this will be recorded on your birth certificate/passport)

ETHNIC GROUPING

**Choose ONE section from A to E below, then tick the appropriate box to indicate what you consider to be your cultural background:**

**White**

Scottish  
 Other British  
 Irish  
 Any other White Background  
Please write in

**Mixed**

Any mixed background  
Please write in

**Asian, Asian Scottish, or other Asian British**

Indian  
 Pakistani  
 Bangladeshi  
 Chinese  
 Any other Asian Background  
Please write in

**Black, Black Scottish or other Black British**

Caribbean  
 African  
 Any other Black Background  
Please write in

**Other ethnic background**

Any other Background  
Please write in

**AGE: (years)**