



## APPLICATION FOR EMPLOYMENT

Please return your completed form to:  
Parkway Green Housing Trust (Human Resources), Parkway Green House,  
460 Palatine Road, Northenden, Manchester, M22 4DJ  
or email to [humanresources@parkwaygreen.co.uk](mailto:humanresources@parkwaygreen.co.uk)

**Application for the post of:**

**Where did you see the job advertised:**

### Personal Details

**Surname:**

**First Name:**

**Address:**

**Post Code:**

**Home Tel:**

**Mobile Tel:**

**Daytime Tel:**

**Email address:**

**Can we contact you at work?**

**Are you currently employed  
by Parkway Green Housing Trust?**

**Are you related to someone who is, or has been,  
an employee or board member of Parkway Green Housing Trust?**

Yes  No

**If YES, What is the person's name and position?**

## Do your values reflect those of our community business?

Parkway Green Housing Trust will succeed by all our colleagues and partners sharing our vision and delivering our values.

To assist us in discovering more about you, please can you provide examples of when you have:

**Put customers first:**

**Valued and assisted in developing colleagues and the business:**

**Been open, honest and transparent:**



## PREVIOUS EMPLOYMENT

Please give details of your previous employment, paid or voluntary. Please start with your present or last employment and provide details over the last ten years.

Employer's name and address	Position	Dates	Reason for leaving

## QUALIFICATIONS

Please give details below of any qualifications you have that are relevant to the role.

---

---

---

---

---

---

## ADDITIONAL INFORMATION

Current salary and benefits:

What is your current notice period?

Do you have a current driving licence?

Yes

No

Do you have any endorsements  
on your driving licence?  
If YES please give details

Yes

No

Do you have a car you could use for work,  
if required ?

Yes

No

Do you require a work permit?

Yes

No

National insurance number

— — — — —

Please give details of any convictions, other than those that are 'spent' under the Rehabilitation of Offenders Act 1974. Failure to disclose such convictions could result in dismissal. (Any information provided will be strictly confidential).

## CRIMINAL RECORDS BUREAU CHECKS

For some positions, an enhanced CRB check will be undertaken and the results of this must satisfy the Trust of a person's suitability to perform their duties. If you are appointed to a role that requires an enhanced CRB check, the appointment will be conditional upon us receiving a satisfactory CRB disclosure. By applying for employment with the Trust, you agree to us undertaking an enhanced CRB check if required. For more information about CRB checks, please visit the CRB website at [www.crb.homeoffice.gov.uk](http://www.crb.homeoffice.gov.uk)

## REFERENCES

Please supply two references; one of them must be from your current or last employer.

Name	Name
Job Title	Job Title
Address	Address
Telephone number	Telephone number
Email address	Email address

May we contact your referees before an offer of employment, Yes  No

## DECLARATION

Any appointment offered will be on the basis of your application and interview. Parkway Green reserves the right to terminate your employment without notice, if the information provided was not accurate in some material way.

I confirm that, to the best of my knowledge, the information given on this form is true and can be treated as part of my subsequent contract of employment.

I understand that the appointment may be subject to a satisfactory medical examination.

If I am short-listed I understand that, where the post is exempt from the Rehabilitation of Offenders Act, 1974, I must complete a confidential declaration regarding all convictions spent or unspent and I will be required to undergo an Enhanced Criminal Records Bureau check.

Signed:

Date:

**Office use only**

Date App. Received: .....

L.A.: .....

L.A.: .....

L.A.: .....

L.I.I.: .....

L.OF: .....

**Internal Application**

**Yes**

**No**

## DIVERSITY MONITORING FORM



**Ethnic origin refers to members of an ethnic group who share the same cultural identity. This does not mean country of birth or nationality.**

**The information in this section will be treated in the strictest confidence. The results will be used to produce overall statistics about recruitment and selection, and to take action to prevent discrimination.**

**Name :**

**Area of business :**

### Ethnic Origin

Please tick one of the following. I am:

- Bangladeshi .....
- East African Asian .....
- Kashmiri .....
- Vietnamese .....
- Black British .....
- Somali .....
- Middle Eastern .....
- Other Mixed Origin (please specify) .....
- White British .....
- Chinese .....
- Indian .....
- Pakistani .....
- Other Asian (please specify).....
- Caribbean.....

- African .....
- Other Black (please specify) .....
- Irish. ....
- Other White (please specify) .....
- Prefer not to say .....

### Religious Belief

Please tick one of the following. Do you have a religious belief?

- Yes (please specify).....
- No.....
- Prefer not to say.....

### Sexual Orientation

Please tick one of the following. I describe my sexual orientation as:

- Gay.....
- Lesbian.....
- Bisexual.....
- Straight (heterosexual).....
- Prefer not to say.....

### Gender

Please tick one of the following. I describe my gender as:

- Female.....
- Male.....
- Transgender (female to male).....
- Prefer not to say.....

## Disability

Please tick one of the following. Do you have a disability?

- Yes.....
- No.....
- Prefer not to say.....

## Age

Please tick one of the following. My age group is:

- 21 or under.....
- 22 to 30.....
- 31 to 40.....
- 41 to 50.....
- 51 to 60.....
- 61 to 70.....
- 70 or over.....
- Prefer not to say.....

## Disabled Applicants

If you are successfully appointed, we will make every effort to supply aids or equipment where required to enable you to carry out the full duties of the job. If you feel that due to the nature of your impairment, you may not be able to do a certain aspect of the job, then the panel will give full consideration to redesigning the job. If you wish to bring such a matter to the panel's attention at this stage, please do so below.

.....

.....

.....

.....

.....

.....

---

## **Access to Work**

If you are a disabled applicant, you may be entitled to aids and adaptations to assist you in the working environment. Access to work is available to help overcome the problems resulting from disability, offering practical advice and help in a flexible way that can be tailored to suit the needs of an individual in a particular job. If you require information on this service, please contact your local Jobcentre Plus.

## **ADVICE FOR APPLICANTS**

Thank you for replying to our recent advertisement. The following details provide you with information and advice on applying for a job with Parkway Green Housing Trust. The application form is divided into two parts. Please read all the instructions carefully before you begin completing it.

## **Equal Opportunities Monitoring:**

The information in this section is restricted data and will be treated in the strictest confidence and used for the purpose of recruitment and selection monitoring.

Please note that we have a policy of guaranteeing an interview to people with disabilities who meet the requirements of the job.

## **Please Note:**

Equal opportunities and monitoring information must be completed by all applicants.

## **Job Reference Number:**

Enter the job reference number referred to in the job advertisement.

## **Personal Details:**

Please enter your personal details clearly so that we may contact you about your application.

## **References:**

Please give the names and addresses of two people who can provide references. Do not include relatives (unless your current or previous employer is a relative). If you are employed at present, give details of your

present employer. If you are not currently employed, give details of your last employer.

### **Period of Notice:**

Please tell us the notice you are required to give.

### **Declaration:**

Please make sure you have signed and dated the application form to confirm that your details are correct.

### **Returning your application form:**

Completed application forms must be returned by the advertised closing date and returned to the address at the top of the form.

### **What happens if you're not successful?**

If you have not been contacted within four weeks of the closing date, please assume your application has been unsuccessful.

If you are not successful, you can ask for feedback. You can use this feedback as a guide to what you did well and the things that need improving for next time.