



WORLD HABITAT APPLICATION FORM

PERSONAL DETAILS		
TITLE	SURNAME	FORENAMES IN FULL
NATIONALITY		DO YOU HAVE EXISTING PERMISSION TO WORK IN THE UNITED KINGDOM?*
		YES <input type="checkbox"/> NO <input type="checkbox"/>
ADDRESS	TEL. DAY	
	TEL. EVENING	
	MOBILE	
	FAX	
	EMAIL	
POSTCODE		
DO YOU HOLD A VALID CLEAN DRIVING LICENCE? (IF NO GIVE DETAILS)		DO YOU HAVE USE OF A CAR?
YES <input type="checkbox"/> NO <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>
NATIONAL INSURANCE NUMBER		

FAIR RECRUITMENT
To ensure a fair recruitment process we need to establish if you know, or are related to, any employee or trustee of World Habitat
YES <input type="checkbox"/> (PLEASE SPECIFY)
NO <input type="checkbox"/>

RECRUITMENT MONITORING
Can you please state how you first came to hear of this position?

**Note: World Habitat is committed to Equal Opportunities and Cultural Diversity. Unfortunately, we believe that we will be unsuccessful in obtaining a work permit for this position. For this reason candidates will be required to demonstrate their right to work in the UK. Current work permits need to cover the full length of a contract. Please refer to the Home Office's Working in the UK website at <http://www.ukba.homeoffice.gov.uk/visas-immigration/working> for more information about work permit eligibility. Thank you.*

CURRENT EMPLOYMENT			
FROM (DATE)	NAME AND ADDRESS OF EMPLOYER		
POST	SALARY / WAGE	NOTICE REQUIRED	
DUTIES			
REASON FOR LEAVING			

PREVIOUS POSTS (MOST RECENT FIRST)			
Please account for any gaps where you have not been in paid employment.			
FROM / TO	EMPLOYER	POST HELD	DUTIES AND REASON FOR LEAVING

EDUCATION AND TRAINING (most recent first)			
QUALIFICATION(S) GAINED	GRADE	YEAR	UNIVERSITY / INSTITUTE OF HIGHER EDUCATION / SECONDARY SCHOOL

DETAILS OF MEMBERSHIP OF ANY PROFESSIONAL ASSOCIATIONS / BODIES (FOR EXAMPLE, CHARTERED INSTITUTE OF HOUSING) (please include date awarded and whether entry was by examination)

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STATEMENT IN SUPPORT OF YOUR APPLICATION (continue on separate sheet if necessary)

Please indicate how you satisfy the criteria set out in the Job Description and Person Specification, drawing on evidence from your personal and work experience (paid or unpaid), education and training.

Please note – your application will be assessed against the person specification, so you are advised to explicitly address those points when preparing this statement.

REFERENCES

Please give names of the person(s) most able to confirm your suitability for the post in question, and at least one of which should have recent knowledge of your work. Your current employer or educational establishment should normally be included. We may contact referees to discuss the written reference provided. As personal references will not be taken, please do not provide them on this form.

NAME

ADDRESS

POSITION AND ORGANISATION

TELEPHONE
FAX
EMAIL

NAME

ADDRESS

POSITION AND ORGANISATION

TELEPHONE
FAX
EMAIL

We will not approach your referees before interview.

REHABILITATION OF OFFENDERS ACT: DECLARATION OF CRIMINAL OFFENCES

Have you ever been convicted of a criminal offence or are you currently undergoing criminal investigation?

YES (PLEASE SPECIFY)

NO

DATA PROTECTION and DECLARATION

I confirm that the above information is correct and understand that any misrepresentation or omission could result in termination of employment.

Information on this form may be held on computer or other filing system. The information you supply on this application form will be used to assess your suitability for the post applied for (or another relevant post). Your information will be shared internally for the purposes of the recruitment exercise. This includes interviewers involved in the recruitment process and the Office Manager.

If your application for employment is unsuccessful, the organisation will hold your data on file for a maximum of 6 months after the end of the relevant recruitment process.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment as stated in our Job Applicant Privacy Notice. The periods for which your data will be held will be provided to you in an Employee Privacy Notice.

I agree to the information provided on the form being stored and used by World Habitat in relation to the selection process for the post for which I have applied, in accordance with the information set out above and in the Job Applicant Privacy Notice.

SIGNATURE

DATE

Please return this form to Ms Sharon Smith at recruitment@world-habitat.org and indicate 'Post: Programme Manager (World Habitat Awards)' in the subject field.

Closing date: Friday, 26th April at 09:00am (GMT)