**JOB APPLICATION FORM**

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Shortlisting will be based on the information gathered from the form, read in conjunction with the person specification.

Please ensure the completed form is returned by the closing date of noon on Sunday 23rd June 2024 by e.mail to [jobs@actionpropertymanagement.co.uk](mailto:jobs@actionpropertymanagement.co.uk) or by post to Action Property Management, No. 1 Dock Street, Leeds, LS10 1NA.

Interviews will be held week commencing 1st July 2024.

Position applied for:

|  |
| --- |
| Job title: |

|  |
| --- |
| Where did you see this post advertised? |

1. Applicant’s details

|  |  |  |
| --- | --- | --- |
| Title: | Surname: | First name: |
|  |  |  |

|  |
| --- |
| Home address: |
|  |
| POST CODE: |

|  |
| --- |
| Telephone Nos: |
| Home: |
| Mobile: |

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| --- |
| E.mail address: |

|  |  |
| --- | --- |
| Do you hold a current driving licence? | **Yes**/**No** |

|  |  |
| --- | --- |
| Is there anything concerning your medical history or state of health that is relevant to your application? | **Yes**\*/**No**  \**If you answer Yes please refer to the Equality of Opportunity Questionnaire enclosed* |

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| Are there any restrictions regarding your employment?  e.g do you require a Work Permit? | **Yes**\*/**No** \**If you answer Yes please supply details on a separate sheet of paper* |

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| How much notice do you need to give to your current employer? |  |

2. Employment record

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in *Section 5: Experience /skills.*

|  |  |  |
| --- | --- | --- |
| 1. Current/most recent employer/organisation | | |
| Name: | | |
| Address: | | |
| Job Title: | From: | To: |
| Brief description of duties: | | |
| Reason for leaving/changing: | | |

|  |  |  |
| --- | --- | --- |
| 2. Employer/organisation | | |
| Name: | | |
| Address: | | |
| Job Title: | From: | To: |
| Brief description of duties: | | |
| Reason for leaving/changing: | | |

|  |  |  |
| --- | --- | --- |
| 3. Employer/organisation | | |
| Name: | | |
| Address: | | |
| Job Title: | From: | To: |
| Brief description of duties: | | |
| Reason for leaving/changing: | | |

|  |  |  |
| --- | --- | --- |
| 4. Employer/organisation | | |
| Name: | | |
| Address: | | |
| Job Title: | From: | To: |
| Brief description of duties: | | |
| Reason for leaving/changing: | | |

3. Education

Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of school/college/ university/training body | Subject studied | Qualification/ Level | Date gained |
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4. Training

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post.

|  |  |
| --- | --- |
| Training Course | Date |
|  |  |
|  |  |
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5. Experience / Skills

This section is for you to give specific information in support of your application. Please set the information out on a maximum of two sides of A4 paper.

After reading the Job Description and Person Specification carefully, consider to what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests relevant to the post. It is important that you provide evidence of your achievements by giving examples to support your application. You may wish to use the headings in the person specification in order to set the information out clearly.

|  |
| --- |
| Please attach on a seperate sheet(s) |

1. references

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.

|  |
| --- |
| 1. Name: |
| Position: |
| Organisation: |
| Address: |
| Tel: |

|  |
| --- |
| 2. Name: |
| Position: |
| Organisation: |
| Address: |
| Tel: |

1. Criminal convictions

|  |
| --- |
| Do you have any criminal convictions? Yes ❑ No ❑  If Yes please give details on a separate sheet, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974. |

1. declaration and signature

|  |
| --- |
| The information supplied in this application form is accurate to the best of my knowledge.    Signed Date |

By returning this application form you consent to Action Property Personnel using and keeping information about you provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability: these will be used solely for internal monitoring and will not be disclosed to any third party.

***Thank you for completing the form.*** Please print your completed form and return - together with your completed Equality of Mon – to the address provided on the job application form.



**Equality Opportunities Monitoring Form**

Action Property Personnel is an equal opportunities employer. In accordance with its Equal Opportunities Policy, we provide equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex and/or sexual orientation.

Currently, there are limited circumstances in which an employer is legally required to monitor and report on matters pertaining to protected characteristics. Action Property Personnel is aware of those requirements and as and when it becomes necessary to report on such matters you will be informed directly of the need to monitor or report before any such processing begins (via an updated privacy notice). Aside from any mandatory reporting requirements we also carry out voluntary monitoring of protected characteristics in order to evaluate and assess whether our equality policy aims are been applied effectively and to ensure that individuals who have protected characteristics:

* do not face any disadvantaged or under-representation during the recruitment process,
* are promoted fairly during employment and
* are not disproportionately advanced through disciplinary and absence management procedures.

Details of how we will process the information collected from this form is provided in the job applicant privacy notice (available on request). Once an appointment has been made, the data given on this form will be stored on computer in an anonymised format and the form will be destroyed.

You may decide not to answer one or any of the questions on this form but if you do respond, all information provided will be treated completely confidentially and will be used solely by the Human Resources Department for the purpose of equal opportunities monitoring. The monitoring form does not form part of your job application and will therefore be detached from it on receipt and stored separately. You can post this form separately if you wish. Thank you for your assistance in completing this form.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Title of job applied for: |  | | |
| Location of job: |  | | |
| Gender: | Male | |  |
| Female | |  |
| Undergoing, or have undergone, male to female gender reassignment | |  |
| Undergoing, or have undergone, female to male gender reassignment | |  |
| Prefer not to say | |  |
| Marital status: | Married | |  |
| Single | |  |
| In a civil partnership | |  |
| Other (please specify) | |  |
| Prefer not to say | |  |
| Age band: | Under 18 | |  |
| 18 – 21 | |  |
| 22 – 30 | |  |
| 31 – 40 | |  |
| 41 – 50 | |  |
| 51 – 60 | |  |
| 61 – 65 | |  |
| Over 65 | |  |
| Prefer not to say | |  |
| Sexual orientation: | Heterosexual | |  |
| Homosexual | |  |
| Bisexual | |  |
| Transsexual | |  |
| Prefer not to say | |  |
| Disabilities: | None | |  |
| Physical disability (please specify) | |  |
| Mental disability (please specify) | |  |
| Prefer not to say | |  |
| Race/colour nationality/  ethnic origin: | White | English |  |
|  | Scottish |  |
|  | Welsh |  |
|  | Irish |  |
|  | Other white background (please specify) |  |
| Mixed | White and Black Caribbean |  |
|  | White and Black African |  |
|  | White and Black British |  |
|  | White and Asian |  |
|  | Other mixed background (please specify) |  |
| Asian | Indian |  |
|  | Pakistani |  |
|  | Bangladeshi |  |
|  | British |  |
|  | Other Asian background (please specify) |  |
| Black | Caribbean |  |
|  | African |  |
|  | British |  |
|  | Other black background (please specify) |  |
| Chinese | |  |
| Other ethnic group (please specify) | |  |
| Prefer not to say | |  |

|  |  |  |
| --- | --- | --- |
| Religion: | Christian |  |
| Catholic |  |
| Jewish |  |
| Sikh |  |
| Muslim |  |
| Hindu |  |
| Buddhist |  |
| Rastafarian |  |
| None |  |
| Other religion (please specify) |  |
| Prefer not to say |  |

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| --- |
| ***For Human Resources use only:***   * Rejected before interview * Rejected after interview * Offered job * Other: ………………………………………………… |