

HAIL

LIVING | LEARNING | WORKING | LOVING



Telephone: 020 8809 4442



Fax: 020 8802 9338



E-mail: admin@hailtd.org



Website: www.hailtd.org

Job details:



Name of the job you are applying for?

Closing date: Interview date:

Name:.....



Telephone (day time):

Telephone (evening time):



Address:.....

.....

.....

Post code:

Sickness record



In the last 2 years how many days have you not gone to work because you were ill?

On how many occasions?

If over 10 days, please give reasons:

General Information



Do you require a Work Permit?



Yes



No



Do you have a full driving license?



Yes



No

If yes, how long have you held a license?



Are you related to any existing employee or Management Committee member of HAIL?



Yes



No

If yes, please state individual and relationship.

Disciplinary record



Have you ever received any warnings/been disciplined under a formal disciplinary procedure?



Yes



No

If yes, give details below:

Rehabilitation of offenders Act 1974 (Exemption Order 1975)



This job means you will have contact with people who are vulnerable, this means we can ask you if have a crimnal history. It is important that you tell us about anything you have been arrested by the police for and found guilty of in court.

Have you ever received any criminal convictions of any kind?



Yes



No

If yes, give details below

.....
.....

CRB



To work for HAIL you will need to get a full Criminal Records Bureau check (CRB). A CRB check will tell us if you have ever been found guilty in court of breaking the law.

Declaration

I declare the information I have given in this application is true. I understand that if I have writteen something that is not true that I might loose the job that I got from this application.



Signature:



Date:

Please carry on on a separate sheet if necessary.

Education

Please tell us about any courses you have done or qualifications that you have. If there is not enough room on this page use another sheet. Please put your name on any extra sheets you use.



If you get the job HAIL will ask to see your certificates



What did you study?.....

What level was it?.....

What grade did you get?.....



When did you get your qualification?.....



Name and address of where you studied:.....

.....



What did you study?.....

What level was it?.....

What grade did you get?



When did you get your qualification?.....



Name and address of where you studied:.....

.....



What did you study?.....

What level was it?.....

What grade did you get?.....



When did you get your qualification?.....



Name and address of where you studied:.....

.....

Education and training continued



What did you study?.....

What level was it?.....

What grade did you get?.....



When did you get your qualification?.....



Name and address of where you studied:.....

.....



What did you study?.....

What level was it?.....

What grade did you get?



When did you get your qualification?.....



Name and address of where you studied:.....

.....



What did you study?.....

What level was it?.....

What grade did you get?.....



When did you get your qualification?.....



Name and address of where you studied:.....

.....

Employment History (We need a full work history, please use Extra sheets if you need to)



Name and address of present or most recent employer:

.....



Job title:.....



From: To:

What did you do?

.....
.....
.....
.....
.....
.....

How much notice do you need to give before you leave:.....



How many hours do you work?



How are you paid:.....

Why do you leave or why do you want to leave?

.....
.....
.....
.....

Other jobs you have had

Tell us about other paid or voluntary jobs you have had.



Name and address of the employer:.....

.....



Job title:.....



From:

To:

What did do?.....

.....

.....

Why did you leave?.....

.....



Name and address of the employer:.....

.....



Job title:.....



From:

To:

What did do?.....

.....

.....

Why did you leave?.....

.....



Name and address of the employer:.....

.....



Job title:.....

From:

To:



What did do?.....

.....

Why did you leave?.....



Name and address of the employer:.....

.....



Job title:.....

From:

To:



What did do?.....

.....

Why did you leave?.....



Name and address of the employer:.....

.....



Job title:.....

From:

To:



What did do?.....

.....

Why did you leave?.....



Why should we give you the job?

Please tell us why your experience, skills and intrests makes you a good person for this job. Reading the job discription should help you do this.

If you need more space use another sheet. Please put your name on any extra sheets you use

References

Please give us the details of two people who know you and can tell us if you would be good at this job. If you have had a job before one of these people needs to be someone from your last job. HAIL will check that your references are good before giving you the job.

Reference 1:



Name:.....

Job title: Company:



Address:



Tel. No.:

How do you know this person?.....

Can we talk to this person before we interview you?



Yes

No

Reference 2:



Name:.....

Job title: Company:



Address:



Tel. No.:

How do you know this person?.....

Can we talk to this person before we interview you?



Yes

No

Equal Opportunities form



HAIL has an Equal Opportunities Policy. This means we want to treat everyone fairly and equally whatever their race, sex, disability or sexuality. To make sure that we are doing this it is useful for us to have information about the sort of people who want to work for HAIL.

The information you give us will be used to make sure we are being fair. We will not share the information with other people. We will not use the information to the people who will decide who gets the job.

Please tick next to the description you feel best describes you.

Ethnic Origin



- African Asian* British
- Other European Caribbean
- Irish South Easy Asian** Other (please specify):

* (e.g., Pakistani, Indian, Sri Lankan, Bangladeshi).

** (e.g., Chinese, Vietnamese, Malaysian, Thai).



Colour

- Black White Asian Mixed
- Other (please specify):

Gender



Female



Male



Transgender



Sexuality: Who do you want to have a sexual relationship with

a man

a woman

either a man or a woman



Disability

Do you have a disability?



Yes



No

If 'yes', are you registered disabled?



Yes



No

What is your disability?

Age Group



How old were you on your last birthday?



Please tell us where heard about this job?