



Important: Please complete this form using Adobe Acrobat Reader **ONLY**

Applicant reference			
Job reference		Service	
Job			

Education and qualifications

Date from	Date to	Course or qualifications	Grade	Year

Other courses you have been on that are relevant to your application (within the last three years)

Name of course	Date from	Date to	Details

Membership of organisations that are relevant to your application

Name of organisation	Level of membership	Year you joined

Education and qualifications

Name and address of employer	Job	Date from	Date to	Pay	Reasons for leaving

Please give details of your main duties and responsibilities in your present or most recent job
(please use a separate sheet if necessary)

Please give details of any periods when you were not in employment, education or training

Please explain how your experience, skills and knowledge meet the requirements of the job you have applied for (please use a separate sheet if necessary)

Do you have a current driving licence		Yes		No
If we offered you the job, when would you be able to start work with us?				
How much notice would you have to give your current employer?		Weeks		Months

References

Please give details of two referees. If you are in, or have just finished, full time education, one referee should be from your school or college. If you are working, one referee should be your present employer. We may also take references from any of your past employers. We will take references before we interview you.

Referee's name		Referee's name	
Referee's position		Referee's position	
Address		Address	
Phone		Phone	
email		email	
Type of reference (such as employment, academic or personal)		Type of reference (such as employment, academic or personal)	

We may follow up written references by phone

Disclosure

This job may be exempt from the Rehabilitation of Offenders Act 1974. If it is exempt, this means we have to contact the Criminal Record Bureau for a 'Disclosure'. If this is the case, we will give you more details if we ask you to come in for an interview.

We will use this part of the form to help us shortlist people for interview. If you withhold or give false information, or fail to give us the information we ask for, we could disqualify you from applying for other jobs or dismiss you if we have already appointed you.

Declaration

As far as I know, the information I have given is correct.

Your signature		Date	
----------------	--	------	--

Please return your application form to:

**The Recruitment Team
The Gateshead Housing Company,
Civic Centre, Regent Street,
Gateshead,
NE8 1JN**

If you have any further queries please contact The Gateshead Housing Company Tel: 0191 433 5441