

**Recruitment Declaration Form**

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| Position Applied For: | Maintenance Manager |

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| Contact Details | | | | | |
| Title |  | First Name |  | Surname |  |
| Address: | | |  | | |

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| --- | --- | --- | --- |
| Mobile Number |  | Discretion | Yes / No |
| Home Number |  | Discretion | Yes / No |
| Work Number |  | Discretion |  |
| E-mail Address | |  | |

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| --- | --- | --- | --- |
| Curent Role | | | |
| Job Title |  | Salary | £ |
| Notice Period |  | | |

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| Rehabilitation of Offenders Act 1974 | |
| Easthall Park Housing Association is committed to recruitment of people from all areas of the community including offenders and ex-offenders.  The Rehabilitation of offenders Act 1974 requires us to ask if you have any ’unspent convictions. This information you provide will be treated in the strictest confidence and only be taken into account where, in our opinion, the offence is relevant to the post for which you are applying. If you inadvertently disclose a ‘spent’ conviction it will be ignored.  Under the Exception Order 1995 certain types of employment and professionals are exempt from the Rehabilitation of Offenders Act 1974 and in cases for example where the employment sought involves working with children or vulnerable adults, details of all criminal convictions- both spent and unspent must be disclosed.  If you are unsure whether your conviction(s) should be disclosed please check <http://www.nacro.org.uk/what-we-do/resettlement-advice-service/advice/disclosing-criminal>-records/ rehabilitaton-ofoffenders-act1974  Failure to declare a conviction may result in your exclusion from the recruitment process or termination of any employment if the offence is not declared, but later comes to light. | |
| Do you have any unspent criminal convictions or spent convictions covered by the Exception Order 1995 | Yes / No |

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| Asyum & Immigration Act 1996 | | |
| We have a legal responsibility to verify your immigration status / eligibility to work in the UK under the terms of the Asylum & Immigration Act 1996. Proof will need to be provided | | |
| I can confirm I am entitled to work in the UK. | | Yes / No |
| Proof of Eligibility  e.g. passport, Driving Licence, Birth Certificate |  | |

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| References | | |
| Please provide full contact details of two referees you have worked for or with. One of the referees should be your current or most recent employer. References will not be taken until you have been offered the job. | | |
|  | Referee 1  (Current / most recent employer) | Referree 2 |
| Full name: |  |  |
| Position: |  |  |
| Organisation: |  |  |
| Relationship to You |  |  |
| Address:  Postcode |  |  |
| Work Number |  |  |
| Mobile Number |  |  |
| E-mail Address |  |  |

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| Declaration | |
| Are you related or close friends with any members of the Management Committee or staff of Easthall Park Housing Association? | Yes / No |
| Are you related or close friends with any former  members of the Management Committee or staff or Easthall Park Housing Association within the last year? | Yes / No |
| Are there any other potential conflict of interest you may be aware of related to this application for employment with Easthall Park Housing Association? | Yes / No |
| If you have answered Yes to the above questions in the Declaration section please provide details: | |
| * I herby confirm the information given in my CV, Supporting Statement and this recruitment declaration form is trus and correct.      * I understand any offer of employment is conditional upon the accuracy of this information and any false or misleading information, as well as withholding relevent information, may lead to my application being disqualified, the withdrawl of a job offer; or if I have been appointed, to my dismissal.   Name – Print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name – Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |