

**Hoople Ltd application form and guidance notes**

Position applied for:

Job reference number:

**Personal information**

Title: Miss Mr Mrs MS Other:

First name:

Last name:

House name / number:       Street name:

City:       County:       Postcode:

**Contact details**

Please give details of how you would like us to contact you.

Home telephone:       Work telephone:       Mobile telephone:

Email address:

Please indicate if you are happy to receive correspondence via your email address, e.g. invite to interview letter?  Yes  No

**Disability**

As users of the disability symbol, we guarantee to interview all disabled applicants who meet the minimum criteria for the role. Do you consider yourself to have a disability?

Yes  No

**Close personal relationships**

Do you have a close family or personal relationship with a Councillor, employee of Hoople Ltd, contractor, person in a partner organisation, or other person that may present a potential conflict of interest?  Yes  No

Please provide us with details:

Name:

Position:

Relationship:

This is to ensure that, as appropriate, the individuals involved are protected from allegations such as propriety, bias, or conflict of interest whether during the selection process, or on any subsequent appointment.

**Job share**

Are you applying for this job on the basis of job share?  Yes  No

**Employment history**

Employment status:  Unemployed  Employed  Never Worked

Are you currently employed by Hoople Ltd?  Yes No

**Current or last employer**

Provide details here of your employment history starting with your most recent employer. You can include any voluntary or unpaid work that you may have done. You must provide all details of your employment history, and indicate any gaps within your employment history and the reasons why.

Name of employer:

Your job title:

Line manager (will be contacted as a reference):

Building name / number:       Street name:

City:       County:       Postcode:

Telephone number:

Salary and benefits:

Date from:

Reason for leaving:

Details of responsibilities and duties:

**Past employment**

Please provide us with details of past employment.

**Employment**

Employer:

Job held:       Salary:

Date employed from:       Date employed to:

**Employer:**

Job held:       Salary:

Date employed from:       Date employed to:

**Employer:**

Job held:       Salary:

Date employed from:       Date employed to:

**References**

References will be sought from previous employers, please indicate if you wish to be consulted before they are approached:  Yes  No

Please give details of your current or last line manager as named in the employment history section.

**Name of reference:**

Title: Miss Mr Mrs MS Other:

Job title:

Building name / number:       Street name:

City:       County:

Postcode:

Telephone number:

Email:

Occupation:

Relationship to you:

Please give details of your second most recent line manager who can provide a reference.

Name of reference:

Title: Miss Mr Mrs MS Other:

Job title:

Building name / number:       Street name:

City:       County:

Postcode:

Telephone number:

Email:

Occupation:

Relationship to you:

**Education and qualifications**

Please state here any job relevant qualifications. If an overseas qualification, state UK equivalent.

**Qualifications**

Qualification:

Grade:

Educational Establishment:

Date achieved:

Qualification:

Grade:

Educational establishment:

Date achieved:

Qualification:

Grade:

Educational Establishment:

Date achieved:

Qualification:

Grade:

Educational Establishment:

Date achieved:

**Professional training courses**

Please state here any job relevant professional qualifications

**Training**

Description:

Organising body:

Date achieved:

Description:

Organising body:

Date achieved:

Description:

Organising body:

Date achieved:

**Professional bodies**

Give details of job relevant personal development, and/or, activities, courses, membership of professional bodies.

Name of body:

Type of membership:

Date of membership:

Name of body:

Type of membership:

Date of membership:

**Relevant skills, knowledge and experience**

Please refer to the person specification, job description and application guidance when completing this section. Make sure to include examples of HOW you have demonstrated skills, knowledge and experience. Please use additional sheets if required.

Relevant skills, knowledge and experience:

**Disclosure and Barring Service (DBS Check)**

If you have been convicted of any offence, you must disclose it, unless it is ‘spent’ under the Rehabilitation of Offenders Act 1974. However, having a criminal record will not necessarily bar you from employment with the organisation. Any information revealed here or as a result of a Disclosure will be considered in light of the responsibilities of the post. If the post you are applying for is in a school, or has substantial access to children, the vulnerable, elderly, or is within Social Care working directly with clients then you MUST state any convictions bind over orders or cautions whether current or spent. In the event of employment, any failure to disclose these and / or pending investigations could result in disciplinary action and/or dismissal. All posts with access to children, the vulnerable or elderly, will be subject to a DBS Check.

Please give details of:

a) Any convictions (including driving offences)

b) Disqualifications from driving, or performing of professional duties

Please give details:

**Fair obtaining notice**

The Data Protection Act 1998 gives rights to you about how your personal data is obtained and used by the company (the ‘data controller’) when you fill in this form. The information you provide will be used to process this form only and not kept any longer than is necessary for this purpose. For further information, please read our privacy statement located on the Herefordshire Council website at the following URL http://www.herefordshire.gov.uk/privacy.asp

**Declaration**

I declare that the information I am giving in this application is accurate and true. I understand that providing misleading or false information may disqualify me from appointment or may result in my dismissal.

I have read and agreed to the Fair Obtaining Notice and Declaration:

Yes  No

Signature:       Date:

If you need help to understand this document, or would like it in another format or language, please call: 01432 383003 or send an e-mail to: hoople.resourcing@hoopleltd.co.uk

**Hoople Ltd guidance for applicants**

**Guidance for completing your application**

Please use the following guidance notes to help complete your application. If you should need more space in any section, use a continuation sheet.

If you need help to understand the guidance or the form, or require it in a different format or language, please contact the Recruitment Team on 01432 260028 or email recruitmentteam@hoopleltd.co.uk

**1. Personal Information**

Please complete your name, address and contact details, and let us know how you would like us to contact you.

Note: If you are an internal applicant, please refer to Guidance on the intranet regarding references.

**2. Disability**

The company is positive about employing disabled people and is a ‘two ticks’ symbol user. This means that all disabled applicants who meet the requirements of the job will be guaranteed an interview. You should tick ‘yes’ to this question in your application if you consider you have a disability, long-term limiting illness or health problem (12 months or more), or a diagnosed condition that may affect your future ability to carry out normal day to day activities.

If you are invited for interview, please inform the Recruitment Team of any requirements you may have for the interview. You will be asked about this in the letter setting out the interview arrangements.

**3. Job Sharing**

The company provides flexibility in the workplace, and encourages effective work and life balance. It has range of flexible working policies including Job Sharing. If you are applying as a job sharer, this will be considered in relation to the job requirements.

**4. Employment History**

You should provide details of your employment history starting with your current or most recent employer. You can include any voluntary or unpaid work that you may have done, that is relevant to the role. You must provide all details of your employment history, and indicate any gaps within your employment history and the reasons why.

**5. References**

References provided must include your most recent, or current employer. If you are currently a Hoople Ltd employee, please include the details of your current line manager.

**6. Education and Qualifications**

Give full details of relevant educational, technical and professional qualifications, with subject area and attainment level/s or grades. If you have an overseas qualification, please state the UK equivalent if you know it.

**7. Professional Training courses**

Please provide details of any professional training courses that you have completed and membership of any professional bodies.

**8. Relevant Skills, Knowledge and Experience**

You will be invited for the selection stage (usually, interview), based in the main, on the information you provide in this part of the application form. It is essential that you state in the application form how your skills, knowledge and experience meet all the requirements of the person specification.

For example, if a current driving licence is needed for the job (e.g. a driving job) you must state that you hold a current driving licence.

**9. Disclosure and Barring Service (DBS Check)**

If you have been convicted of any offence, you must disclose it, unless it is ‘spent’ under the Rehabilitation of Offenders Act 1974. However, having a criminal record will not necessarily bar you from employment with the organisation. Any information revealed here or as a result of a Disclosure will be considered in light of the responsibilities of the post. If the post you are applying for is in a school, or has substantial access to children, the vulnerable, elderly, or is within Social Care working directly with clients, then you MUST state any convictions, bind over orders, or cautions, whether current or spent. In the event of employment, any failure to disclose these and/or pending investigations could result in disciplinary action or dismissal. All posts with access to children, the vulnerable or elderly, will be subject to a DBS Check.

The company is positive about ensuring equality of access to employment opportunities, and has a policy on employing people with a criminal record, and this is available on request. Please contact the Recruitment Team on 01432 260028, or email recruitmentteam@hoopleltd.co.uk

**10. Data Protection**

The company takes its responsibility for Data Protection seriously and fully complies with the Data Protection Act 1998. It follows the Code of Practice for Data Protection in Recruitment and Selection. All information given in your application will be treated in the strictest confidence. If you are appointed, the application details will be kept in a personal file and may be held electronically. If your application is unsuccessful, your details will be kept for 6 months, and will then be securely destroyed.

**11. Declaration**

You are asked to sign your application as an accurate and true record. If you provide misleading or false information, this may result in you being disqualified from appointment, or dismissed. If you apply on line, you will be asked to sign your application as part of the pre-employment checks.

**12. Further Information**

More information is available either on the Website (www.herefordshire.gov.uk/jobs) or from the Recruitment Team on 01432 260028:

**13. Equality of Opportunity**

The company endeavours to eliminate all unlawful discrimination, both direct and indirect, in the delivery of services and in employment.

The company aims to ensure people are selected on their ability to perform the job. To help us ensure that our (comprehensive employment policy) is fully implemented please complete the monitoring form enclosed with the application form. This information is not used for shortlisting purposes or decisions to appoint. It is used for statistical monitoring purposes only. If appointed, this information will form part of your personal record.

**14. General Advice**

You need to make sure you fully address the requirements of the person specification in your application.

Make sure you give examples of how you have used your skills, knowledge and understanding/experience against the person specification requirements.

Your application will be assessed against what you put in the application form, compared with the person specification requirement.

If you need help to understand this document, or would like it in another format or language, please call: 01432 260028 or send an e-mail to: recruitmentteam@hoopleltd.co.uk

**Hoople Ltd Diversity monitoring form**

The following information is needed to help us ensure that our services are accessible to all. Your answers will be treated in the strictest confidence and will not be used to identify you.

The Diversity Monitoring form will not be seen by the selection panel. It will be detached and the information used for monitoring purposes only.

**Data Protection Act 1998**

The data collected in this form will only be used for the purpose of statistical monitoring. This information will only be retained for as long as is considered necessary for monitoring purposes and then it will be destroyed. At all times it will be kept in accordance with the Act.

Your gender:  Male  Female  Other, please specify:       Your date of birth:

Your age category:

0-15 years 16-24 years  25-44 years  45-64 years

65-74 years  75+ years

**Disability**

The company is positive about employing disabled people and is a ‘two ticks’ symbol user. This means that all disabled applicants who meet the requirements of the job will be guaranteed an interview. You should tick ‘yes’ to this question in your application if you consider you have a disability, long-term limiting illness or health problem (12 months or more), or a diagnosed condition that may affect your future ability to carry out normal day to day activities.

If you are invited for interview, please inform the Recruitment Team of any requirements you may have for the interview. You will be asked about this in the letter setting out the interview arrangements.

We guarantee to interview any applicant with a disability, who meets the requirements of the post. Do you consider yourself to have a disability? (Please refer to the Application Guidance)

Yes please specify below (tick all that apply):  No

Deaf/hard of hearing/acute hearing  Learning disability or difficulty

Blind/partially sighted/sensitive to light  Mental health

Progressive/chronic illness (e.g. MS, cancer)  Mobility difficulties

Other (please specify):

**Your sexual orientation (please tick one only):**

Heterosexual  Gay  Bisexual  Lesbian  Prefer not to say

**Your religion/belief (please tick one box only):**

Christian  Muslim  Jewish  Hindu  Sikh  Buddhist

None  Other (please specify):

Your ethnicity (please tick one box only):

WHITE  British  Irish Traveller  Romany/Gypsy

Other White background (please specify):

BLACK or Black British  African  Caribbean

Other Black background (please specify):

ASIAN or Asian British  Indian  Pakistani  Bangladeshi

Other Asian background (please specify):

CHINESE or Chinese British  Chinese

Other Chinese background (please specify):

MIXED or Mixed British  White & Black African  White & Black Caribbean

White & Asian  White & Chinese

Other Mixed background (please specify):

OTHER  Any other background (please write in):

**Your national identity (please tick one box only):**

English  Scottish  British  Welsh  Irish

Other (please specify):

**Where did you see this role advertised? (Please tick one box only)**

Hereford Journal  Company website

Job Centre  Other please specify:

**New Deal and other opportunities**

Are you applying as a New Deal applicant? (please tick):

Yes  No

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