

# The Wrekin Housing Group

## Applicant personal details form

The information on this form is confidential. Please read and complete all parts of this form.

### Personal details

Title	<input type="text"/>	(e.g. Mr, Mrs, Miss, Ms, Mx, Dr, Cllr)
Forenames(s) (as shown on birth certificate)	<input type="text"/>	
Surname/Family name	<input type="text"/>	
Previous surnames	<input type="text"/>	
Home address	<input type="text"/>	
	<input type="text"/>	
Postcode	<input type="text"/>	
Correspondence address (if different)	<input type="text"/>	
	<input type="text"/>	
Postcode	<input type="text"/>	
Home phone number	<input type="text"/>	
Mobile	<input type="text"/>	
National Insurance number	<input type="text"/>	
Email address	<input type="text"/>	

Continue overleaf

Are you related to any of the Wrekin Housing Group board members or employees?

Yes  No

If 'yes' please give details below.

Name of relative

Department and job title

Relationship to you

Are you a tenant of The Wrekin Housing Group?

Yes  No

Are you eligible to work in the UK?

Yes  No

Are you required to hold a work permit?

Yes  No

Work permit expiry date

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## **Asylum and Immigration Act 1996**

Changes to the Asylum and Immigration Act 1996, which came into force on 1 May 2004, mean we are now required to make basic document checks. This is to make sure employees are allowed to work in the UK. (If you have any questions on the restrictions to employment under the above Act please read section 8 of the Asylum and Immigration Act 1996.) If you wish to work for one of the partners of The Wrekin Housing Group, we will ask for proof of your eligibility to work in the UK. This could be an in-date passport, national identity card or a photo-card driving licence with your current address. We will also need evidence of your permanent National Insurance number (for example, a P45, P60, NI card).

**Are you able to provide documentary evidence of your legal right to work within the UK?**

Yes  No

**Notes**

## **Employment history**

Can you confirm that you have told us about your full employment history?

Yes  No

**Continue overleaf**

## Disability

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We have a duty of care to make reasonable changes in the work place for anyone who has a condition that may affect their ability to do the duties in their role.

A disability is a physical or mental impairment which has a large and long term effect upon anyone's ability to carry out normal activities. You can find out more information at [gov.uk](http://gov.uk)

'Large' is more than minor or little, e.g it takes much longer than it usually would to finish a daily task like getting dressed.

'Long-term' means 12 months or more, e.g a breathing condition that grows as a result of a lung infection.

There are special rules about recurring or fluctuating conditions, e.g arthritis, and progressive conditions.

You automatically meet the disability definition under the Equality Act 2010 from the day you're diagnosed with HIV, cancer or multiple sclerosis.

**Do you have a physical or mental health condition, illness, impairment or disability?**

Yes  No

Prefer not to say

**Are there any changes we can make to help you in an interview or test?**

Yes  No

If 'yes' please give details below.

## Additional information

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Are you currently employed by The Wrekin Housing Group?

Yes  No

Continue overleaf

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## Driving licence

Do you hold a full current UK driving licence?

Yes  No

If the post you are applying for requires you to use your own vehicle, do you have a car?

Yes  No

Do you have any driving convictions/endorsements?

Yes  No

If 'yes' please give details below.

Do you have any pending driving prosecutions?

Yes  No

If 'yes' please give details below.

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Continue overleaf

## **Criminal convictions**

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Criminal records will be taken into account when the conviction is relevant to the role that you are applying for. Unless the nature of the work demands it, you will NOT be asked to tell us about convictions which are “spent” under the Rehabilitation of Offenders Act 1974. Having an unspent conviction will not necessarily bar you from employment.

You do not have to tell us about convictions/cautions which are “spent” if the post for which you have applied is not considered under the Act above and the role is not subject to a satisfactory Enhanced Level DBS check.

Please note: The work which you are applying for may be defined as “regulated activity” by the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedom Act 2012). If you are applying for a role classed under this definition and your application is successful you will need a satisfactory Enhanced Level DBS check, including barred list checks before the appointment is confirmed. This application is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, which means that you must declare any charges or convictions you have received, even if considered “spent”. Not all convictions will necessarily affect your application. If you do not honestly tell at this stage, it will result in your application being automatically rejected and/or any offer of employment being withdrawn.

Information you give us during the recruitment process which is not relevant to the application will be destroyed. Relevant information will be held until the end of the recruitment process. Information will be destroyed if the candidate is not successful.

Please answer the questions below. If the post you are applying for is dependent on an enhanced DBS check you will need to declare your convictions as above.

Please note: If you do not tell us about a criminal conviction you have, it may result in the termination of your employment..

**Have you ever been convicted of any offence by any Court (including Armed Forces Sanctions) or received a formal Police caution?** Yes  No

If ‘yes’ please give details below.

**Do you have any prosecutions pending?** Yes  No

If ‘yes’ please give details below.

**Continue overleaf**

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## **Data protection**

The information or data which you have completed on this form will be processed and held on a computer. It will also be processed and held on your personal records if you are appointed.

The data may be processed by The Wrekin Housing Group for the purposes of equality monitoring, collecting statistics and for the keeping of other employment records.

By signing and returning this application form you are giving your explicit consent to processing of data contained or referred to in it, including any information which may be considered to be sensitive personal data.

## **Declaration**

I certify that to the best of my knowledge the details given on this form and all other supporting papers are true and correct.

I understand that canvassing support of board members or employees of the Group directly or indirectly will disqualify my application.

In addition, I understand that giving false information in response to any questions on this form or not giving information will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment.

I give my explicit consent to the processing of data contained or referred to in this form, in line with the Data Protection Act 1998 and any subsequent legislation..

## **Signature**

## **Date**

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Your signature will certify that all the information you have provided is accurate.

### **For office use only**

Action taken

Reason