



Application for post of <b>Caretaker</b>	
Personal Details	
First name(s):	
Family name:	
Address:	
Postcode:	
Telephone number(s): <i>only give those you want us to use to contact you</i> day: evening:	
E-mail address: <i>only give if you want us to contact you by email</i>	
Interview needs <i>tell us here if we need to make any special arrangements for your interview, or if you cannot attend on Tuesday 3<sup>rd</sup> July</i>	
Do you require permission / a work permit to take up employment in the UK? (Immigration and Asylum Act 1996)	Yes/No
Do you need to register under the Home Office EU Accession State Worker Registration Scheme? (For more information, see <a href="http://www.bia.homeoffice.gov.uk/workingintheuk/">http://www.bia.homeoffice.gov.uk/workingintheuk/</a> )	Yes/No
Have you ever been convicted in a Court of Law? (Declaration subject to Rehabilitation of Offenders Act 1974) <i>If so, please give details:</i>	Yes/No
Do you have a personal relationship with any member of staff or trustee of the Hanover Community Association? <i>If so, please give details:</i>	Yes/No

## References

*Please give contact information for two people we can contact for references. If you have been employed before, one should be your current or recent employer. We do not ask for references prior to interview.*

1. Name and address:

How does this person know you? Employer / teacher / other *(please state)*

2. Name and address:

How does this person know you? Employer / teacher / other *(please state)*

### Present or most recent employment (paid or unpaid)

Employer's name and address:

Post held:

Main responsibilities:

Dates of employment:

from:

to:

Notice required:

Reason for leaving:

## Job-related skills & experience

*This is the most important part of your application, as we will only shortlist applicants for interview if they appear to meet all our stated requirements.*

*Please tell us about the skills, abilities and experience you have that are relevant to the job and would enable you to do it well. Give examples of when, where and how you acquired or used the experience or skill, including anypaid work, voluntary or unpaid work, work at home, studies or leisure activities. If you need more space use additional pages.*

*You must use the headings below to organise your information. If you do not do so we will be unable to shortlist you.*

Please organise your answer under the following headings:

**Experience of looking after a building**

**A positive and creative approach to people and problems**

**Ability to move items like chairs and tables up and down stairs**

**Experience of organising a small team**

**Experience of dealing with members of the public**

**Experience of keeping accurate records**

Declaration	
I confirm that the information I have given is true and correct.	
Signed	Date

*If you are applying on a printed application form, please sign this declaration now.*

*If you are applying by email, we will ask you to sign the declaration if you are invited for interview.*

# CONFIDENTIAL EQUAL OPPORTUNITIES MONITORING

Hanover Community Association is committed to ensuring that staff are appointed on merit, regardless of ethnic origin, sex or disability, sexual orientation, race, colour, marital status, caring or parental responsibilities, age, or beliefs on matters such as religion and politics.

Monitoring enables us to assess how well we are doing. This form will be separated from your application form. The information provided will be treated in the strictest confidence and will only be used for the purposes of monitoring.

## Please complete all 6 sections

### 1. Ethnic group

#### A White

- British
- Irish
- Any other White background

#### B Mixed Race

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed Race background

#### C Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

#### D Black or Black British

- Caribbean
- African
- Any other Black background

#### E Chinese

- Chinese

#### F Other Ethnic Group

- Any other background

### 2. Sex

- Male  Female

### 3. Nationality

### 4. Are you disabled or do you have an impairment or medical condition?

- Yes  
 No

(Examples of a 'condition' may include impairment of senses, co-ordination, memory, mobility, learning, health or well-being.)

### 5. Date of birth

### 6. How did you hear about this vacancy?