

# Eleanor Palmer Trust

106b Wood Street  
Barnet  
Herts. EN5 4BY  
Tel: 020-8441-3222  
Fax: 020-8364-8279

Application Form for the position of : **HOUSING MANAGER**

## Personal Details

<b>Surname :</b>	<b>First name :</b>
<b>Preferred title :</b> Mr Mrs Miss Ms.	
<b>Address :</b>	<b>Home Phone No. :</b>
	<b>Work Phone No :</b>
	<b>Mobile No :</b>

## Education & Training :

<b>Name &amp; Address of Establishment</b>		<b>Courses of Study followed &amp; Qualifications obtained</b>

**Any other training that you feel maybe appropriate to this application :**

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**Employment History : Current/Last Employment (self-employment)**

<b>Name &amp; Address of Employer :</b>	<b>Dates Employed from/to</b>	<b>Salary :</b>  <b>Notice required :</b>
<b>Job Title :</b>  <b>Brief description of your main duties :</b>		

**Previous Employment (self-employment)**

<b>Name &amp; Address of Employer</b>	<b>Dates Employed (from/to)</b>	<b>Job Title &amp; Brief Description Of Duties</b>

**Please explain the reason for any periods not accounted for :**

**Details of any voluntary/unpaid work that will support this application :**

Previous Employment		
Address of Employer	Dates Employed	Job Title & Brief description of duties

**Please explain the reasons for any periods not accounted for :**

**References :** Please give full details of two referees. One of whom should be your present or most recent employer.

Name :	Name :
Address :	Address :
Tel No. :	Tel No. :
Relationship to you :	Relationship to you :

**May we contact references prior to interview :**

Yes  No                       Yes  No

**Describe briefly what you regard as your main successes in your current position :**

**Personal statement:** Please explain below, how you feel you are suited to this job. You should show how your experiences and achievements relate to the requirements of the enclosed person specification and job outline. (the details you give here will be a major consideration in the short listing process)

**Health :** The successful applicant will be required to supply the Trust's Medical Advisor with appropriate information:

**How would you describe your general health ?**

**How many days have you been absent from work due to ill health in the last two years ?**

**Right to work:** Employment by the Trust will require the individual to show they have a right to work within the U.K. Please supply :

1. National Insurance Number .....
2. Other grounds through which employment is allowed : .....

**Other Information :**

If you are a registered disabled person, please give your registration number and the nature of your disability :

If you are not registered, do you wish any disability to be taken into account ?

The position is exempt from the previous Rehabilitation of Offenders Act 1974 (Exceptions) Order 1986. You are reminded that you are required to give details of all convictions, including those which would otherwise be considered as "spent" by virtue of the said act.

Have you ever been convicted of any criminal offences ?      Yes       No

If yes, please give details :

Employment with the Trust will normally require you undertaking a CRB disclosure.

**Declaration:**

**I hereby certify that, to the best of my knowledge, the information I have provided on this form is true and accurate.**

**Signed :** .....

**Date:** .....