



Private & Confidential

Date received:

Reference:

Post Title:

Closing Date:

DECLARATION

I declare that, to the best of my knowledge and belief, the information I have given in applying for employment is true, full and accurate. I understand that any offer of employment is conditional upon the accuracy of this information. If the required information is found to be false or withheld I understand that this may lead to my application being disqualified, or a job offer withdrawn, or if I have been appointed, to my dismissal.

Signed:

Date:

SECTION I – PERSONAL DETAILS

Surname:

Forename(s):

Address:

Post Code:

Contact Tel (1):

Contact Tel (2):

E-mail address:

Are you entitled to work in the UK?

Yes

No

Are you related to anyone connected with Newport City Homes?*

Have you been employed by NCH in the last 12 months?

Are you a resident/tenant of NCH?

*This information is required under Schedule 1 of the Housing Act. "Related to" is not limited to blood relatives or marriage, but any form of close relationship, including co-habitation. This could mean someone who is: employed by us; a resident/tenant; a principal proprietor/managing director of a firm that Newport City Homes makes payment to.

REFERENCES

Name:

Name:

Job Title:

Job Title:

Organisation:

Organisation:

Address:

Address:

Telephone:

Telephone:

E-mail:

E-mail:

Relationship:

Relationship:

Please tick the box if you do not wish us to contact this referee without specific consent from you

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RECORD OF UNSPENT CONVICTIONS

Do you have any convictions, cautions, reprimands or warnings – current or pending – for any offences?

Yes

No

If you have answered yes, please give details of the convictions, cautions, reprimands or warnings including dates, the nature of the offence(s) and details of sentences.

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SECTION 2 – RECORD OF CONVICTIONS

Information about Convictions and Disciplinary Record

The post you are applying for involves regular contact with and/or access to information concerning vulnerable people. This means we need to check to find out whether you have any convictions that might make you unsuitable for such work. We may also need to contact **any** of your previous employers to obtain a reference. We need to do this for legal reasons that are detailed below.

We also reserve the right to reveal the content of this declaration and the content of any other criminal record check to third party organisations for legitimate business purposes. This could include local authority departments, Welsh Assembly Government or partnership agencies in connection with support contract requirements, regulatory requirements, registration purposes or audit control.

You are therefore required to answer the following questions honestly and truthfully. We also need you to sign the declaration, giving us permission to request details of any information held about you by the police and to contact any of your previous employers.

Welsh Assembly Government Statutory Guidance

The Welsh Assembly Government requires all Housing Associations to carry out criminal record checks and checks with any previous employers, to deter those who are unsuitable to work with vulnerable adults or children. *October 2000*

Rehabilitation of Offenders Act 1974

The post for which you have applied is exempt from the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Consequently it will not contravene the Act to disclose information about convictions which would otherwise be considered “spent”.

Do you have any spent convictions, cautions, reprimands or warnings for any offences?

Yes No

If you have answered yes, please give details of the convictions, cautions, reprimands or warnings including dates, the nature of the offence(s) and details of sentences.

Have you ever been found guilty at a disciplinary hearing for an offence involving violence, dishonesty, theft, misconduct or sexual misconduct?

Yes No

If you have answered yes, please give details including dates and the nature of the offence(s).

DECLARATION AND CONSENT TO CHECKS BEING MADE

I declare that I have read and understood the information about convictions and disciplinary record. The information stated on this form is correct. I give Newport City Homes permission to contact **any** of my previous employers and to request from the Independent Safeguarding Authority / Disclosure & Barring Service (DBS) any information they hold about me, which may be obtained from the Police.

I understand that Newport City Homes reserves the right to reveal the content of this declaration and the content of any other criminal record check to third party organisations for legitimate business reasons.

Signed:

Date:

Post title:

Reference:

SECTION 3 – EQUAL OPPORTUNITIES MONITORING

To monitor the effectiveness of our Equal Opportunities Policy, we record the age, gender, ethnic origin, marital status and any disability of people who apply for jobs. To enable us to do this, please give the details about yourself which are requested below. The information that you provide will be kept secure and separate from your job application form. It will not be made available to the selection panel. Should you be appointed, the information given will be recorded for the purpose of monitoring our Equal Opportunities policy only and it will be held securely within the HR department. If you do not wish to answer this section, your application will not be affected in any way.

Where did you see this post advertised?

Job Centre	<input type="checkbox"/>	INTERNET:	
NCH local community groups	<input type="checkbox"/>	NCH website	<input type="checkbox"/>
Professional publication	<input type="checkbox"/>	Jobs Wales	<input type="checkbox"/>
Local career agencies (i.e. Careers Wales, A4E)	<input type="checkbox"/>	Fish 4 Jobs	<input type="checkbox"/>
Employment Agency	<input type="checkbox"/>	Total Jobs	<input type="checkbox"/>
Newspaper	<input type="checkbox"/>	INDEED	<input type="checkbox"/>
		Social media	<input type="checkbox"/>
		Other: _____	<input type="checkbox"/>

Gender:

Male

Female

Transgender

Prefer not to say

How would you best describe your ethnic background/nationality? (These categories are those used in the 2011 census and are recommended for use by the former Commission of Racial Equality).

White		Asian / Asian British	
Welsh / English / Scottish / Northern Irish / British	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Gypsy or Irish Traveller	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Any other White background (please describe) _____	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
		Any other Asian background (please describe) _____	<input type="checkbox"/>
Mixed / multiple ethnic groups		Black / African / Caribbean / Black British	
White and Black Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>	Any other Black / African / Caribbean background (please describe)	<input type="checkbox"/>
Any other mixed/multiple ethnic background (please describe) _____	<input type="checkbox"/>		
Other ethnic group			
Arab <input type="checkbox"/>		Any other ethnic group (please describe) _____	<input type="checkbox"/>

What is your marital status?

Single Civil partnership Separated Divorced / Dissolved
Married Cohabiting Widowed

Do you have a disability?

(The Disability Discrimination Act 1995 defines disability as a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out day-to-day activities).

Yes No Prefer not to say

Tick all that apply:

Physical Mental Health Learning Sensory
Medical Condition (eg cancer, HIV, MS) Other

If yes, please describe and give details of any adjustments you require for interview

Please indicate your age group:

16-24 25-29 30-44 45-59 60-64 65+

Which of the following religions, religious denominations or bodies do you currently belong to?
If you do not belong to any of these please tick 'none':

None Buddhist Jewish Sikh Christian
Hindu Muslim Other (please specify) _____ Prefer not to say

What is your sexual orientation?

Bisexual Gay man Gay woman/ lesbian
Heterosexual/ straight Other Prefer not to say