



Application Reference

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**VICTORIA**  
**HALL** Student  
Accommodation

[www.victoriahall.com](http://www.victoriahall.com)

**application form**



Thank you for applying to us for employment.

The information you are asked to provide will be used to assess your suitability for the position for which you are applying. All information will be treated in the strictest confidence.

Please ensure that you complete all sections of the application form in full. Please contact us if you need any help completing the form, or if you require the form in an alternative format.

### Personal Details

First Name(s):	Address:
Surname/Family Name:	
Tel No. (incl. std code):	
Mobile No:	
Email Address:	Post Code:

### Education

School/College/University	Subjects	Examinations/Awards/Achievements

### Additional Qualifications/Memberships/Licences

Please detail any qualifications or memberships to professional organisations/bodies relevant to the position you have applied for.

Organisation	Qualification/Membership/Reg. No.	Date Awarded

### Current/Most Recent Employment Details

Full name and address of employer	Outline the nature of your job and your responsibilities	
Job Title:	Date from:                      to:	Notice period required:
Annual Salary/Hourly Rate	Added Benefits:	
Reason for leaving:		

## Previous Employment

Full name and address of employer	Outline the nature of your job and your responsibilities
Job Title:	Date from: _____ to: _____
Annual Salary/Hourly Rate	Reason for leaving:

Full name and address of employer	Outline the nature of your job and your responsibilities
Job Title:	Date from: _____ to: _____
Annual Salary/Hourly Rate	Reason for leaving:

### Additional Information

This section gives you an opportunity to provide further information which you feel supports your application. You may wish to include details about previous duties and responsibilities, training, experiences and interests. Please continue on a separate sheet and attach if necessary.

## References

Please indicate two people who can provide references - one of whom should preferably be your present/most recent employer (note: employment references will only be sought following your acceptance of an offer of employment):

Name:	Name:
Address:	Address:
Post Code:	Post Code:
Profession:	Profession:
How long have you known this person?:	How long have you known this person?:

Referees will not be contacted without your prior written consent.

## Disability

Do you consider yourself to have a disability?

Please tick: Yes  No

If yes, please state nature of disability and any assistance you would need:

a) To attend an interview:

b) To enable you to perform the job if successful:

## Rehabilitation of Offenders

Have you been convicted of a criminal offence which is not spent under the Rehabilitation of Offenders Act 1974.

Please tick: Yes  No

If yes please provide details: \_\_\_\_\_  
\_\_\_\_\_

Please note that the successful candidate will be subject to a compulsory CRB check. If the company discovers at a later date that you have a relevant criminal conviction that you failed to disclose, this will be considered under the company's disciplinary procedure.

## Asylum & Immigration Act 1996

Under the Asylum & Immigration Act 1996, you are required to provide evidence of your right to work in the UK, if called for an interview you will be advised of the documents you will need to provide which will then be checked to ensure the company complies with current legislation.

If you have a National Insurance number please write it here:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## Data Protection

Upon receipt of your application form, Victoria Hall Limited will be the Data Controller of your personal data. Victoria Hall Limited will hold all the information you have given on this application form (including the equal opportunities monitoring form) for legal requirements and for the purposes of personnel administration and statistical analysis.

Your information will be held on a manual file and will also be entered in its current or altered format onto the company's computerised database. No information may be passed onto a third party unless contracted to Victoria Hall Limited for specific employment services without your express agreement unless required by law.

Your signature below indicates your agreement to the above.

## Declaration

I understand that appointment to the post will be subject to all the information in this application, including that relating to criminal convictions, being complete and correct and that any false information given may make an offer of employment invalid or lead to termination of employment.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Equal Opportunities Monitoring Form

This section of the application will be detached from the main document and will be used solely for monitoring purposes.

Victoria Hall Limited recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Application for post of \_\_\_\_\_

**Gender (Please tick relevant box):**

Male  Female

Date of Birth

**Marital Status (Please tick relevant box):**

Single  Separated   
Widowed  Married   
Divorced  Living with Partner

**How would you describe your ethnic origin?  
(Please tick relevant box):**

**White**

White British   
Irish   
Other White background

**Black**

Black British   
Caribbean   
African   
Other Black background

**Asian**

Asian British   
Indian   
Pakistani   
Bangladeshi   
Other Asian background

**Mixed**

White & Black Caribbean   
White & Black African   
White & Asian   
Other Mixed Background

**Mixed Other**

Chinese   
Other ethnic Group

**Not Stated**

Nationality: \_\_\_\_\_

Do you have any religious beliefs? (If YES, please state your religion):

Yes  No

Do you have any specific needs or requirements in respect of your religious beliefs? (If YES, please give details):

Yes  No

How did you become aware of this vacancy?

Source: \_\_\_\_\_

Date: \_\_\_\_\_

Do you consider yourself to have a disability? (Please tick):

Yes  No

If yes, please state nature of disability and any assistance you would need:

a) To attend an interview:

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b) To enable you to perform the job if successful:

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