



Application for employment

Please return form to either:

Flagship Group
 31 King Street
 Norwich
 Norfolk NR1 1PD
 T: 0845 258 6269
 E: hr@flagship-group.co.uk
 W: flagship-group.co.uk



Position applied for	
Company	

Personal details	Education and training	
Surname:	Qualifications attained at school/college/university	
Initials:	Exam/Qualification	Result
Address:		
Postcode:	Professional membership	
Telephone (home):	Name of association	Status
Telephone (mobile):		
Email:		
Do you possess a current clean driving licence?		

Employment history (present or most recent)	
Name and address of organisation:	Brief description of duties:
Position held:	
Present salary:	
Date appointed:	
Date ended:	
Notice required:	

Previous employment (within the last 10 years - most recent first)

Name and address of employer	Position(s) held	From	To	Reason for leaving

Breaks in employment - Please give dates and reasons for any breaks in continuous employment

From:	To:	Reason:

References

Please give details of two people (**not relatives or friends**) to whom we may apply for a reference. One should be your **present or most recent employer**.

Please tick if you wish to be approached before these people are contacted

Name:	Name:
Occupation:	Occupation:
Address:	Address:
Telephone:	Telephone:
Email:	Email:

Previous convictions

Have you been convicted of any criminal offences which are not yet 'spent' under The Rehabilitation of Offenders Act 1974?

Yes No

If 'Yes', please give details:

Interests

Please give details of any pastimes, hobbies, voluntary work etc:

Supporting information - Please give your reasons for applying

Please give details in support of your application, continuing on a separate sheet if necessary, and attach a copy of your CV. This information will be used for shortlisting purposes.

Continue overleaf...

Supporting information - continued

Are you or your partner related to any current board member or employee of Flagship or anyone who has been a board member or employee in the last 12 months? Yes No

If 'Yes', please give details:

Are you related to anyone who is a contractor, consultant or supplier to Flagship? Yes No

If 'Yes', please give details:

Are you a previous employee of Flagship? Yes No

If 'Yes', please give details:

Declaration - By signing/submitting this application form you are giving permission for your personal information to be stored and processed for the purpose of arriving at selection decisions, for it to be used as a basis for a personnel record and for sensitive data to be used for the purpose of equal opportunities monitoring. We will store your application form and any assessment file for one year as your results remain valid for 12 months. If you reapply for another position within a year, we may be able to use some of the previous scores obtained. If you are appointed to this post based on any false, misleading or inaccurate information, your employment may be terminated.

The information I have given in this application is, to the best of my belief, true, complete and accurate.

Signed:	Date:
---------	-------

Where did you hear about this vacancy?

Flagship Housing Group Limited, trading as Flagship Group is registered under the Data Protection Act (1998) and will only process data according to our stated purpose under that registration.

Flagship promotes equal opportunities both as an employer and in access to housing.