# ADREF LTD



### Post: Hostel Manager

### Application No: ………………

Closing Date: 5 pm October 23rd 2018

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| **Please Note: CV’s will not be accepted.**  This page is for information only and will be detached from the rest of the form prior to short-listing.  Where did you see this post advertised?  Personal Details  Title:  Surname:  Forename(s):  National Insurance Number:  Address:  Postcode:  Daytime telephone number:  Evening telephone number:  Do you hold a current full driving license? YES  NO  Do you have access to a car? YES  NO | | | | | | |
| EMPLOYMENT HISTORY: Please include any voluntary work and/or periods of unemployment. Please also show other periods not accounted for. | | | | | |
| Employer’s Name  & Address | Position held, salary, grade & details of duties | | | Date From - To  & Reason for leaving | |
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| EDUCATION: Please detail educational history from the age of 11 years onwards.  Continue on additional sheets if necessary (Certificates may be required). | | | | | |
| Schools/Colleges Attended | | Subjects | Awards/Results | | Dates |
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| TRAINING:Please give details of any training courses that may be relevant to the post: | |
| Date | Title/Details |
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| Response to the Person Specification and Job Description:  In your own words, please give details below of how you feel you fit the requirements of the job, and the reason for your applying for this post. Please ensure that the details you provide are relevant to the person specification and job description.  Please pay particular attention to this section. It is the most important part of the application, as it is where you tell us what makes you suitable for the post. *Please note this text box expands* |

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| **Relationships with staff or Board members:**  Please declare details of any relationships or friendship that you have with any member of Adref’s committee, members of staff, volunteers or tenants. Please note that failure to declare this information may lead to your application being disregarded or if successful to disciplinary action which may result in dismissal.  Name of relative / friend:  Relationship: |

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| **Criminal Convictions:**  Please give details of any convictions. This post is subject to the Rehabilitation of Offenders Act therefore we require declaration of spent and unspent convictions.  Are you subject to any criminal charge at present? If so, please give details.  Have you had a DBS check? Yes  No  If yes, please give date: |

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| **Declaration:**  I declare that the information I have given on this form is true and correct to the best of my knowledge, and understand that if I have given false information this could lead to disciplinary action and dismissal if I were employed by Adref Ltd.  Signed:  Date: |
| **References:**  Please give the names and addresses (and daytime phone numbers if possible) of two referees, one of which should be your last employer, who we can contact should you be successful in your application. (NB if your current or most recent employer is in an unrelated field; please try to ensure that the second reference is relevant to the post).  Name:  Title:  Position:  Address:  Telephone Number:  E-mail:  Length of time known:  Capacity known:  Name:  Title:  Position:  Address:  Telephone Number:  E-mail:  Length of time known:  Capacity known:  **Adref reserves the right to approach all previous employers for a reference.** |