

**Application for the post of: Housing Officer**

|  |  |
| --- | --- |
| **PERSONAL DETAILS** | |
| Name: |  |
| Address: |  |
|  |
|  |
| Postcode: |  |
| Daytime tel: |  |
| Home tel: |  |
| Mobile tel: |  |
| E-mail address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **CURRENT EMPLOYMENT** | | | |
| Please give details about your current/ last job | | | |
| Start Date: | | End Date: | |
| Company name: | | | |
| Job title: | | | |
| Salary (on leaving): |  | Notice Period: |  |
| Description of duties & responsibilities: | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYMENT HISTORY** | | |  |  |
| Start Date | End Date | Company | Job Title | Reason for Leaving |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EDUCATION** | | |  |  |
| Start Date | End Date | Place/method of study | Qualification | Grade |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **WORK BASED LEARNING & COURSES** | | |
| Date | Description | Place/method of study |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **REASON FOR APPLICATION** |

Please detail your reasons for applying for this position, what qualities and experience you can bring to the post and any other relevant information to support your application. If needed please continue on a separate sheet.

|  |
| --- |
|  |
| **REFERENCES** |

Please provide names, addresses, relationships and contact details for 2 references, one of which should be your current/most recent employer. We will not contact any referee without your consent.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Name: |  |
| Company: |  | Company: |  |
| Position: |  | Position: |  |
| Address: |  | Address: |  |
|  | |  | |
|  | |  | |
| Postcode: |  | Postcode: |  |
| Relationship: |  | Relationship: |  |
| Tel No. |  | Tel No. |  |

|  |
| --- |
| **DECLARATION** |

**I declare all the information given on this application is to my knowledge true and accurate and I understand that any false information may affect my position.**

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