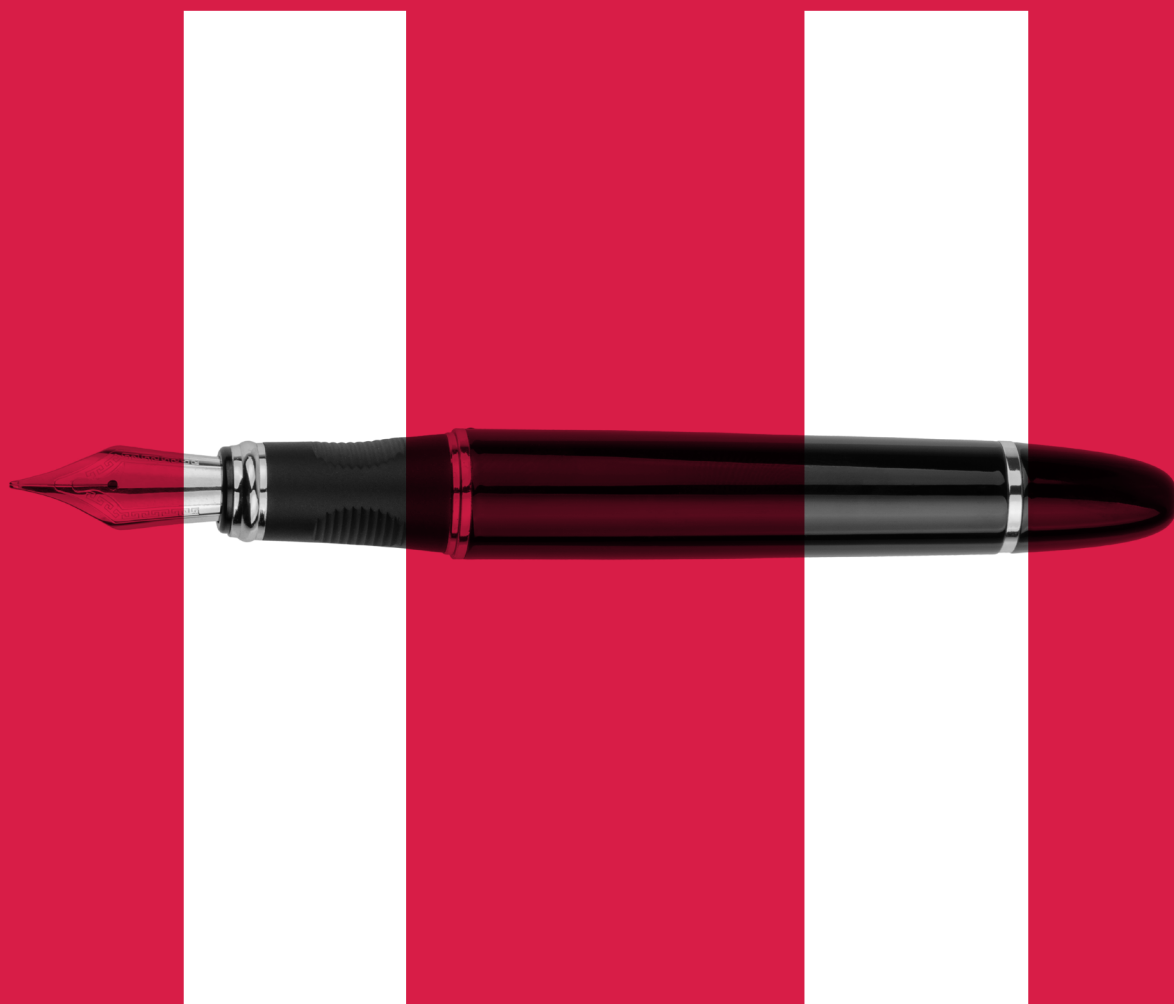


Host.

Where students are at home.

Application Reference



Application Form.

Host Student Housing Management (UK) Ltd
www.host-students.com

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.

Please attach/
insert a
photograph.



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:	
Email address:		Email address:	
Profession:		Profession:	
How long have you known this person?		How long have you known this person?	
Nature of relationship:		Nature of relationship:	

Referees will only be contacted if a job offer is made to you. Please tick this box ☐ if you would like to be notified in advance of this.

Request for Reasonable Adjustments to the Selection Process

We welcome applications from individuals with disabilities and are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment. We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be considered and where possible accommodated. Applicants or employees can declare a disability at any time.

If you wish to do so, please enter any reasonable adjustments connected with a disability which you require to be made to the selection process in the box below. If, however, you would prefer to discuss any special arrangements with us, please contact the person specified in the job advert as the point of contact for this vacancy.

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 DBS 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:

Data Protection

Upon receipt of your application form, Host Student Housing Management (UK) Ltd will be the Data Controller of your personal data. Host Student Housing Management (UK) Ltd 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 Host Student Housing Management (UK) Ltd for specific employment services without your express agreement unless required by law.

For more information about data protection and how we treat your personal data please refer to the Candidate Privacy Notice which accompanies this application form.

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. By entering your name in this box, it is in effect a digital signature and confirmation that the content of the application form is true and accurate.

Signed:

Dated:

Please note: We may keep your details for up to 2 years.

☐ By ticking this box, I am consenting for HSHM(UK)L to retain my application form for up to 2 years.

☐ I do not want to be contacted about future vacancies. (Your personal information will be deleted after 6 months)

Equal Opportunities Monitoring Form

This section of the application will be detached from the main document and will be used solely for monitoring purposes. Host Student Housing Management (UK) Ltd recognises and actively promotes the benefits of a diverse workforce and is committed to treating all its employees and all applicants for employment equally.

We will provide equality of opportunity and no employee or potential employee shall receive less favourable consideration on the grounds of their sex, sexual orientation, marital or civil partnership status, gender re-assignment, race (including colour, nationality, ethnic or national origin), or religion or belief, disability, age, pregnancy or maternity ("Protected Characteristics"). We therefore welcome applications from all sections of the community.

Application for post of:			
Gender (Please tick relevant box):			
Male	☐	Female	☐
Date of Birth:			
D	D	M	M
Y	Y	Y	Y
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 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	

Please return this application form to the relevant address as detailed in the job advertisement.