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**Blenheim Gardens RMO**

‘To build a greener, safer and a more prosperous future with the community we serve’

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APPLICATION FORM FOR EMPLOYMENT

T: 020 7926 0158

F: 020 8678 7021

M: 07903 824 072 W: [**www.bgrmo.org.uk**](http://www.bgrmo.org.uk/)

 :Blenheimgardens1

 :@DannyBgrmo1

 :BlenheimGardensRmo

Personal Details

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| **Please return your application form to:** **C/O RMO Chair** **Blenheim Gardens RMO****24 Prague Place****Blenheim Garden Estate****London****SW2 5ED** |
| **Title** |  |
| **Forenames** |  |
| **Last Name** |  |
| **Address** |  |
| **Telephone** | Home:  | Work: | Mobile:  |
| **E-mail Address** |  |
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| **REFEREES** |
| Please provide the names of two referees, one of whom must be from your current or most recent employer. |
| **Name (tick box if you do not wish this person to be contacted prior to interview)**  |  | [ ]  |  | [ ]  |
| **Address** |  |  |
| **Telephone** |  |  |
| **E-mail Address** |  |  |
| **Occupational Relationship** |  |  |
|  |
| For office use only. Candidate number:  |

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| **Precise Dates** | **Employer’s Name and Location** | **Job Title** | **Salary** | **Reason for Leaving** |
| **From** | **To** |
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| For office use only. Candidate number: |

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| **CURRENT OR MOST RECENT EMPLOYMENT** |
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| **Name of Employer** |  |
| **Address** |  |
| **Position Held** |  |
| **Salary** |  |
| **Start Date** |  |
| **End Date** |  |
| **Responsible To** |  |
| **Notice Period** |  |
| **Reason for Leaving**  |  |
| **Brief Description of Current Duties** |  |

Employment Details



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| **OTHER TRAINING**  |
| **Including professional qualifications, recent short courses and dates obtained** |
| **Dates** | **Professional Qualification or Training Attended** |
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| **EDUCATION AND QUALIFICATIONS** |  |
| **Precise Dates** | **Name of School, College, University etc.** | **Qualification** | **Grades** |
| **From** | **To** |
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Education / Qualifications

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| Please provide additional information which you feel is relevant to your application. Please refer to the requirements as stated in the job description and person specification and demonstrate how you meet them. **Please do not attach a separate CV.** Please limit to 2 pages only. |

Additional Information

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| Continued… |

Additional Information

Disclosure of Criminal Convictions

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| Are you closely related to a staff, Committee or Board Member of Blenheim Gardens RMO? (A ‘close’ relationship is defined as one of the following: parents, children, grandchildren, brothers, sisters, husband, wife, civil partner or partner) | Yes [ ]  No [ ]   |
| If yes please state the name of the staff, Committee or Board Member and the nature of the relationship |  |
| Are you currently a Committee or Board Member of Blenheim Gardens RMO or one of the TMOs or have you been a Board or Committee Member or Staff Member in the last 6 months.  | Yes [ ]  No [ ]   |
| Are you a tenant of Blenheim Gardens RMO or related to a tenant?  | Yes [ ]  No [ ]   |
| Do you have the right to work in the UK?  | Yes [ ]  No [ ]   |
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| Any canvassing, directly or indirectly, for appointments with BGRMO is strictly prohibited and will disqualify candidates. |
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| This document forms part of the contract of employment. If any information given by you in this application is found to be false or if you wilfully omit or suppress material facts you may be liable to dismissal, if appointed. |
|  |
| I declare that to the best of my knowledge and belief the information given in this form is correct. |
| Signed:  | Date:  |
| If returning your application form by e-mail you do not need to sign the form but will be asked to do so should you be invited for interview. |
|  |
| Now please complete the ‘Disclosure of Criminal Convictions Form’ and ‘Recruitment Monitoring Form’ on the pages which follow. |
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| For office use only. Candidate number:  |

Declaration

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| **The Rehabilitation of Offenders Act 1974 primarily exists to support the rehabilitation into employment of reformed offenders who have stayed on the right side of the law. Under the 1974 Act, following a specified period of time which varies according to the disposal administered or sentence passed, cautions and convictions may become spent. As a result the offender is regarded as rehabilitated.** |
| **The rehabilitation periods for sentences with additional “buffer periods” which run from the end date of the sentence are shown in the table below:** |
| **Sentence/Disposal** | **Buffer period for adults (18 and over at the time of conviction or the time the disposal is administered). This applies from the end date of the sentence (including the licence period).**  | **Buffer period for young people (under 18 at the time of conviction or the time the disposal is administered). This applies from the end date of the sentence (including the licence period).** |
| Custodial sentence\* of under 1 year | 12 months  | 6 months  |
| Custodial sentence\* of between 1 year and 4 years | 4 years  | 2 years  |
| Custodial sentence of more than 4 years\*\*  | 7 years  | 3.5 years  |
| \*Custodial sentence includes a sentence of imprisonment (both an immediate custodial sentence and a suspended sentence), a sentence of detention in a young offender institution, a sentence of detention under section 91 of the Powers of Criminal Courts (Sentencing) Act 2000, a sentence of detention under section 250 of the Sentencing Act 2020, a Detention and Training order, a sentence of corrective training and a sentence of Borstal training.  \*\*Excluding serious violent, sexual, or terrorist offences |
| **The following table sets out the rehabilitation period for sentences which do not have “buffer periods” and for which the rehabilitation period runs from the date of conviction:** |
| **Sentence/Disposal** | **Rehabilitation period for adults  (18 and over at the time of conviction or the time the disposal is administered).** | **Rehabilitation period for young people (under 18 at the time of conviction or the time the disposal is administered).** |
| Community order or youth rehabilitation order | 1 year  | 6 months  |
| Fine  | 1 year  | 6 months  |
| Conditional discharge | Period of the order  | Period of the order  |
| Absolute Discharge | None | None |
| Conditional caution and youth conditional caution  | 3 months or when the caution ceases to have effect if earlier  | 3 months or when the caution ceases to have effect if earlier |
| Simple caution, youth caution  | Spent immediately  | Spent immediately  |
| Compensation order | On the discharge of the order (i.e. when it is paid in full)  | On the discharge of the order (i.e. when it is paid in full)  |

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| However, there are certain important exemptions where **all** previous offences must be disclosed. Within BGRMO this includes all work **which brings people into contact with residents/clients** and the organisation’s financial affairs including Housing Officers, Supported Housing Officers, Caretaking Staff, Surveyors, Repairs/Maintenance staff and staff employed in Accountancy roles. This list will be reviewed regularly. |
|  |
| Please complete the section(s) giving details of **spent or unspent criminal convictions**. If there are **no** criminal convictions, please state **‘none’.** The information you provide will be treated as strictly confidential and used only in relation to the appointment for which you are applying. Disclosure of a conviction does not necessarily mean that you will not be appointed; the main consideration will be whether the offence is one which would make an applicant unsuitable for the type of work to be done. **Any false or misleading information** may result in dismissal.  |

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| **EQUAL OPPORTUNITIES MONITORING – STRICTLY CONFIDENTIAL** |
| Blenheim Gardens RMO is committed to implementing equal opportunities in all of its employment practices. Our aim is to ensure that all job applicants and employees receive equal treatment. The following are examples of factors which are not taken into account in employment decisions (except in cases where the nature of the work makes this essential and the law allows this): age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The organisation has policies and procedures to eliminate discrimination in the recruitment, selection and promotion of all individuals. In order to monitor the effectiveness of our equality and diversity policies we ask you to provide the information below. The information is confidential and does not form part of your application. This questionnaire will be detached from your application form when it is received and the information will not be taken into account when short listing candidates and/or making an appointment. |
|  |
| **Post Applied For** |  |
| **Where did you see the advertisement?** |  |
| **Last Name** |  |
| **Forenames** |  |
| **Date of Birth** |  |
| **Gender** |  |
| **Driving License** | Yes [ ]  No [ ]  |
| **Car Owner** | Yes [ ]  No [ ]  |
| **Ethnic Origin** |  | Please Tick One |
|  | Asian or Asian British - Bangladeshi |[ ]
|  | Asian or Asian British - Indian |[ ]
|  | Asian or Asian British - Pakistani |[ ]
|  | Asian or Asian British - Other |[ ]
|  | Black or Black British - African |[ ]
|  | Black or Black British - Caribbean |[ ]
|  | Black or Black British - Other |[ ]
|  | Chinese |[ ]
|  | Mixed - White and Asian |[ ]
|  | Mixed - White and Black African |[ ]
|  | Mixed - White and Black Caribbean |[ ]
|  | Mixed - Other |[ ]
|  | Other ethnic background |[ ]
|  | White - British |[ ]
|  | White - Irish |[ ]
|  | White - Other |[ ]
|  | Information refused |[ ]
| **Do you consider yourself to have a disability?**  | Yes [ ]  No [ ]  |  |
| **Signed** |  | If submitting application by e-mail form can be signed at interview, if selected. |
| **Date** |  |  |
|  |
| For office use only. Candidate number:  |

Equal Opportunities