

References

Please give the names of two people who could provide a reference about your suitability, from different companies. The first referee must (where applicable), be your present or last employer if you are unemployed. Jigsaw Homes Group reserves the right to request additional references if required i.e. if your last employment was for one month we may need a reference that covers a longer period of time.

If you are known to your referee by a previous surname please state name \_\_\_\_\_

<p>1. Name _____</p> <p>Position _____</p> <p>Company Name (if applicable) _____</p> <p>_____</p> <p>Address _____</p> <p>_____</p> <p>_____</p> <p>Tel no _____</p> <p>Mobile no _____</p> <p>Email _____</p>	<p>1. Name _____</p> <p>Position _____</p> <p>Company Name (if applicable) _____</p> <p>_____</p> <p>Address _____</p> <p>_____</p> <p>_____</p> <p>Tel no _____</p> <p>Mobile no _____</p> <p>Email _____</p>
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<p>Is this an employer reference or personal reference? <input type="checkbox"/> Please tick the appropriate box</p>	<p>Is this an employer reference or personal reference? <input type="checkbox"/> Please tick the appropriate box</p>
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Once an offer of employment has been made and accepted, I give my consent to contact the referees detailed above. Signed .....

Successful applicants will be responsible for producing proof of eligibility to work in the UK.

Are you eligible to work in the UK? Yes  No

Do you require a work permit? Yes  No

The GDPR Regs states that by signing this form, it is assumed that the applicant agrees to the processing of sensitive personal data in accordance with the Group's registration with the Data Protection Information Commissioner.

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information may result in my offer of employment being withdrawn OR, if appointed, may result in my dismissal.

Signature \_\_\_\_\_

Date \_\_\_\_\_



Part of  
**Jigsaw Group**

Please return to  
HR Department, Jigsaw Homes Group, Turner House, 56 King Street Leigh, Lancashire, WN7 4LJ.

Registered office: Cavendish 249, Cavendish Street Ashton-under-Lyne OL6 7AT

v1 August 2016

# Application form

Private and confidential



The information requested in this application is required to assess your suitability for the job. Before completing this application form please refer to the Guidance Notes.

Full Name	National Insurance No.
Post applied for	Post Reference No.

Please ensure your full name and contact details are also completed on the monitoring form.

## Current or most recent employment

Job title	Dates of employment From: _____ To: _____
Name and address of employer	
Period of notice required	Salary
Reason for leaving/wishing to leave	
Brief description of duties and responsibilities	

### Previous positions

Please provide details of all jobs held for at least the last 10 years, including unpaid work, starting with the most recent.

Dates employed From: To:		Name and address of employer	Post held	Salary	Reason for leaving

You may continue on a separate A4 sheet, if necessary.

### Qualifications

Please give information about your relevant qualifications, giving the earliest first, e.g. education qualifications, professional qualifications, technical qualifications.

You will be required to produce original certificates as proof of qualifications as a pre-condition of employment. By signing this application form, the successful applicant agrees to a verification check of qualifications by the Group if required.

Date	Qualification/Subject	Result Grade/Level	Name of School/College/University

### Training

Please detail any training that you have received that is relevant to the post for which you are applying. (In the past 10 years)

Course(s)	Dates

### Other information

Membership of professional bodies

What type of driving licence do you currently hold?

None  Full

Provisional  Other

Have you applied for, or worked in any other position with the Group previously?

Yes  No

If 'Yes' give details

### Supporting information: Relevant skills, knowledge and experience

Please ensure you demonstrate how you meet the essential criteria, and where possible, the desirable criteria as listed on the person specification. Please use examples gained through work, school, college, at home, voluntary work, work experience or through hobbies. Please refer to the Person Specification addressing each point and follow the Guidance Notes for further information.

**You may continue on up to two additional A4 sheets of paper.**