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**Application Form**

Waltham Forest Community Hub (WFCH) is an equal opportunities employer. The aim of this policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, age, race, colour, nationality, ethnic or national origins, marital status, sexual orientation, family responsibility, trade union activity, political or religious belief. Selection criteria and procedures will be kept under review to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. Applications from persons with disabilities, who have the necessary attributes for a post, are welcomed. WFCH is committed to a programme of action to make this policy fully effective.

All submitted application forms will be held by WFCH for a minimum of three months and a maximum of six before being destroyed in line with the Data Protection Act 1998. Application forms of successful applicants will be kept for the duration of the employment plus six years as part of their HR record.

No correspondence can be entered into for applicants to any post who are not short-listed for interview.

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| **Please return the *completed* form to Monwara Ali, using the details below:****Waltham Forest Community Hub****Asian Centre Building****18a Orford Road****London E17 9LN** |

**PLEASE COMPLETE THIS FORM ELECTRONICALLY, OR IN BLACK INK IN BLOCK CAPITALS AS IT WILL BE PHOTOCOPIED**

|  |  |
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| Which post(s) are you applying for?       | REF:      *(WFCH to complete)* |
| Surname:       | Initials:       |

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| ***Education and Training***Please list, in reverse date order (the most recent at the top), all your education and/or training experience and qualifications from Secondary education onwards. You should include all courses followed, whether full-time or part-time, or by correspondence, and all examinations taken and grades obtained. |
| **From To** | **Place of Study** | **Course(s) studied** | **Qualifications****(incl. Date and grade)** |
|       |       |       |       |
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| ***Employment Record***Please list, in reverse date order (the current or most recent at top), all your previous jobs. You should include all full-time or part-time jobs, whether paid or unpaid. |
| **From To** | **Employer’s name and address** | **Position held and reason for leaving** |
|       |       |      *(Please include salary for current or most recent post)* |
|       |       |       |
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| ***Reason for Applying***      |

**Suitability for the Post**

Please refer carefully to the job description and the person specification enclosed and explain why you would be suitable for the job. Applicants are advised to address each of the person specification criteria *in turn* when completing their application.

**References**

Please give the name and addresses of two referees who can comment on your suitability for this post. Your first referee must be your present, or most recent, employer. Please indicate if there is a referee you would not wish us to contact prior to interview.

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| **Referee 1** |
| Name |       |
| Relationship to you |       |
| Address |       |
| Telephone numbers |       |
| Email address |       |
| Able to contact | Yes [ ]  | No [ ]  |

|  |
| --- |
| **Referee 2** |
| Name |       |
| Relationship to you |       |
| Address |       |
| Telephone numbers |       |
| Email address |       |
| Able to contact | Yes [ ]  | No [ ]  |

When would you be able to take up the appointment?

|  |  |
| --- | --- |
| Signed: | Date:       |

**Confidential Personal Details**

This form provides us with contact information concerning your application and certain personal information that is needed for the confidential personnel record of the successful candidate. Some of this information will be held on computer and, in accordance with the Data Protection Act, individuals have the right to check the computerised information held on them.

|  |  |
| --- | --- |
| Title |       |
| Surname |       |
| Other Names |       |
| Previous Surname (if any) |       |
| Home address |       |
| Home telephone number |       |
| Work telephone number |       |
| Mobile telephone number |       |
| Email address |       |
| Date of Birth |       |

**May we:**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Telephone you at home concerning your application? | [ ]  | [ ]  |
| Leave messages at home when you are not in? | [ ]  | [ ]  |
| Telephone you at work concerning your application? | [ ]  | [ ]  |
| Leave messages at work if you are not in? | [ ]  | [ ]  |
| Contact you by mobile phone concerning your application? | [ ]  | [ ]  |
| Leave a voicemail message on your mobile if switched off? | [ ]  | [ ]  |
| Email you concerning your application? | [ ]  | [ ]  |

**Anonymous Monitoring Details**

This form provides us with certain personal information that is needed for monitoring our equal opportunities policies. Some of this information will be held on computer and, in accordance with the Data Protection Act, individuals have the right to check the computerised information held on them. ***This information will be detached from the application form and not be made available to those who are selecting candidates for interview.***

**Ethnic Origin: (please tick the relevant box)**

|  |  |  |  |
| --- | --- | --- | --- |
| Black African | [ ]  | Bangladeshi | [ ]  |
| Black British | [ ]  | Black Caribbean | [ ]  |
| Chinese | [ ]  | Indian | [ ]  |
| Irish | [ ]  | Pakistani | [ ]  |
| White British | [ ]  | Other | [ ]  |
|  | *(please specify)*  |

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| --- | --- | --- |
| Do you have a disability or condition that you would like to tell us about? | Yes [ ]  | No [ ]  |
| Is there any special help you would like WFCH to provide if you are offered an interview? | Yes [ ]  | No [ ]  |
| *(please state)*       |
| Are you registered disabled at a Job Centre? | Yes [ ]  | No [ ]  |
| Do you require a work permit to work in the UK? | Yes [ ]  | No [ ]  |
| Please state your age |       |
| Please state your gender |       |
| Which post are you applying for? |       |
| Where did you see this post advertised? |       |