

# Application for Employment



## WIDOWS AND ORPHANS INTERNATIONAL

In Confidence

Please read the job description and person specification carefully before completing this form. Short listing will be carried out solely on the basis of the information provided on the application form. CVs will not be considered. This form will be photocopied. Please write clearly in **black ink** or **type**.

### 1. Personal details

Post applied for:  Ref:	How did you learn about this vacancy? (If appropriate please give the name of the publication)
Family name:  Forename(s):  Preferred title:	Have you been interviewed for a staff post with WOI in the last twelve months?  If so please name the post.
Contact Address:  _____  _____  _____	Date of birth      DD / MM / YY      Age in years  ____/____/____      _____
Post Code: _____ TEL (M): _____ TEL (W): _____	Do you need a work permit to take up employment in the UK?  Yes / No  If Yes, have you got / applied for a permit?  Yes / No

### 2. Health

(Note: It is a condition of employment for certain posts that staff obtain medical clearance from doctor/ registered General Practitioner)

Please state the number of days you have been absent from work owing to illness during the last two years and give the reasons for any absence.

Have you had a serious illness or surgery? If so, please give details.

Do you consider yourself to have a disability, which would alter the way in which you would carry out the duties outlined in the job description? Yes / No

If yes, please give details and indicate whether you would need any help / special equipment to enable you to carry out the duties outlined in the job description.

**3. Education (secondary / higher)** use separate sheet if necessary

School / college/ university attended	Subject(s) studied and grades attained where possible	Dates	
		From	To

**4. Professional or Vocational Training** use separate sheet if necessary

Where attended	Dates		Course(s) attended / qualification(s) obtained
	From	To	

**5. Other Skills**

**Languages:** What languages other than English do you speak and / or write? Please indicate level of competence.

**6. Driving:** Do you hold a full driving licence? Yes / No

**7. Employment History**

Please give details of your work experience (including voluntary work where this has been your main activity) starting with your present or most recent employer. If necessary, continue on a separate sheet.

Name and address of present/last employer

Position held

Salary on leaving

Date of employment (MM/ YY) from:

to:

Duties and responsibilities:

Reason for leaving / wishing to leave:

**Employment History** (continued) Please indicate final salary and reason for leaving

Dates		Employer's name and address	Position held and key responsibilities
From	To		

**8. Further Information**

Please give your reasons for wanting to join WOI and why you are applying for this post. Give any other relevant information (e.g. specialist knowledge, experience and personal qualities) in support of your application, bearing in mind the job description and person specification for the post. (Please continue on a separate sheet of paper if necessary).

9. If offered this position when would you be free to start?

## 10. References

Please give the names and addresses of two people whom WOI may approach for a reference. They should have known you in a professional capacity, as an employee or a student: one should be from your present or most recent employer.

WOI will seek your permission before contacting referees

Name:

Address

Daytime telephone number:

Occupation:

In what capacity do you know him / her?

For how long have you known him /her?

Name:

Address

Daytime telephone number:

Occupation:

In what capacity do you know him / her?

For how long have you known him /her?

## 11. Rehabilitation of Offenders Act 1974

I confirm to the best of my knowledge the details given are correct. I understand that the post applied for is NOT protected by the Rehabilitation of Offenders Act 1974 and that I must disclose information about all criminal convictions, even if they are spent. Non disclosure could result in disciplinary action, including dismissal by the Organisation.

Signed .....Date.....

If you have been convicted of a criminal offence, please provide separate details of convictions or sentence on a separate sheet. (All information is confidential and will be considered only if relevant to the post you have applied for.)

## 12. Do you know any member of the Management Committee of WOI

If yes, in what capacity:

(Please see notes on completing the application form.)

13. Please give details of your main leisure activities, membership of societies etc.

## 14. Declaration

I declare that to the best of my knowledge the information I have given is correct.

Signed .....Date.....

This form should be returned to WOI, 93a-99a New Road, Dagenham, Essex RM10 9NL

WOI aims to be an Equal Opportunities employer. In order to monitor the effectiveness of our equal opportunities policy, all applicants are asked to complete the following questions. This information will be used only to support the equal opportunities policy.

**Post applied for**.....**Date:**.....

Please answer the following questions by ticking the appropriate box.

1. Are you: female  male
2. Do you consider yourself to have a disability? Yes  No
3. If you answered 'yes' to question two, are you a Registered Disabled Person?  
Yes  No
4. How would you describe your ethnic origin? (Ethnic origin questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic group. UK citizens can belong to any of the group listed.)

<b>Asian:</b>	Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Indian	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>	Other	<input type="checkbox"/>		
<hr/>						
<b>Black:</b>	African	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Other	<input type="checkbox"/>

**White:**  **Any other ethnic group:**  (please specify) .....

Thank you for completing this questionnaire. Please return it to **WIDOWS AND ORPHANS INTERNATIONAL , 93a-99a New Road, Dagenham, Essex RM10 9NL**