

# St Mary's Eltham Community Centres Association

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## APPLICATION FOR EMPLOYMENT

<b>Post applied for:</b>	
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**SECTION1 PERSONAL DETAILS AND EQUAL OPPORTUNITIES MONITORING. This section will not be made available to the recruitment panel when short-listing**

<b>Personal details:</b>	
<b>Surname:</b>	<b>Forename(s):</b>
<b>Address:</b>	<b>Post code:</b>
<b>Age:</b>	<b>Date of birth:</b>
<b>Contact telephone numbers:</b> <b>Day time:                      Mobile:</b>	<b>E-mail address:</b>
<b>If we need to what is the best way to contact you:</b>	

**UK Right to Work:** Any successful applicant, or short-listed applicants, will be required to produce original, acceptable documents proving that you have a right to work in the UK, including immigration status rights to work detailing how many hours per week, type of work, and length of time those rights give you to work in the UK. : **Please bring your passport and/other official documentation to the interview.**

<b>Are you eligible to work in the UK? Yes/No (circle)</b>	<b>Do you hold a right to work permit? Yes/No (circle)</b>
<b>I am (please delete as appropriate):</b>	<b>MALE/FEMALE</b>
<b>I am registered disabled and my state registration number is</b>	<b>I have a disability but I am not registered disabled</b>
<b>I was/was not born in the United Kingdom (please delete as appropriate)</b>	

**I would describe my ethnic origin as** (indicate by placing an 'X' in the appropriate box)

<input type="checkbox"/> White UK	<input type="checkbox"/> White other	<input type="checkbox"/> Indian	<input type="checkbox"/> Vietnamese
<input type="checkbox"/> Chinese (HK)	<input type="checkbox"/> Chinese other	<input type="checkbox"/> African	<input type="checkbox"/> Caribbean
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> East African Asian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Other

**SECTION 2 EDUCATION AND QUALIFICATIONS (since age 11)**

Note: Qualifications should be verifiable if an offer of appointment is made.

School, University	Date from	Date to	Examinations & subjects passed

**SECTION 3 EMPLOYMENT & VOLUNTEERING HISTORY**

<b>Present or most recent post</b>				
Job title				
Grade				
Employer				
Dates of employment	From		to	
Reason for leaving ( if applicable)				
Salary:				
Summary of responsibilities (please continue on a separate sheet if necessary)				
<b>Previous employers or details of volunteering activity (the most recent first)</b>				
Name & address of employer	Post held	Grade/salary	Date from	Date to

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**Do you hold a current driving licence? YES/NO**

**Do you hold a current First Aid Certificate? YES/NO**

**SECTION 4 SUPPORTING STATEMENT** (Additional sheets may be attached if necessary)

Please give details of experience and other relevant information, making sure you use this to show how you meet the requirements of the person specification

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(Supporting Statement continued)

**SECTION 5****References**

Candidates are required to give names and addresses of two referees, one of whom should, preferably, be from your present or last employer. Referees should not be related to you in any way. Please do not give mobile telephone numbers.

1 .....  
 .....  
 .....

2 .....  
 .....  
 .....

NOTE: References for shortlisted candidates may be taken up prior to interview. Please place an **X** in the appropriate box if you do not wish referees to be contacted prior to interview.

**SECTION 6 DECLARATION Please read and complete the declaration and make sure you sign the form below**

- I confirm that to the best of my knowledge, the information that I have given on this form is accurate and that I have not omitted any facts that may have a bearing on my application for employment. The post which I have applied for may be subject to DBS checking in the near future, with regard to my suitability for the job, and I have no objection to this.
- Please state whether (to your knowledge) you are related to any employee or Member of the Board of Trustees of St Mary's YES/NO  
 If YES, please give details.....

**How did you learn about this vacancy?** Local Poster, News Shopper Newspaper, News Shopper website, Job Centre, St Mary's website, Other:

**Date:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

	Yes	No	Code
Short-listed			
Interviewed			
Appointed			