You are advised to read the Notes on how to complete the application form

## Sidings Community Centre

# 150 Brassey Road, London, NW6 2BA

# Registered Charity No. 297095 Ltd. Co. No. 2139909

## JOB APPLICATION FORM

Post Applied For:

### Surname Forenames

Address

**Email:** ...........................................................................................................................................

Telephone No. (daytime) (evening)

NOTE. Shortlisted applicants will be notified by telephone and/or email. Please state if the number you give is a work number.

|  |  |  |
| --- | --- | --- |
| **Present And Previous Employment (please start with your most recent employment, and continue on another sheet if necessary)** | | |
| Dates | Employer's Name and Address | Job Title and brief description of duties |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Education & Training:**  include courses undertaken (full-time, part-time or online/distance learning courses), accreditations and qualifications gained (with grades). Include any in-service training relevant to the post. | | | |
| **Date(s)** | **Establishment / Institution** | **Course** | **Qualification** |
|  |  |  |  |

**Membership of Professional Bodies**

(Please continue on another page if necessary.)

**Any Other Relevant Experience** (e.g. Voluntary work, Committee work, life experience)

(Please continue on another page if necessary.)

Please state how your experience and achievements to date would make you a suitable candidate for this post.

**Names And Addresses Of Referees.** One should be someone who knows your recent work well (if you are employed it should be your existing employer, if you have been studying it should be a tutor.)

(Please continue on another page if necessary.)

Your referees will not be contacted before a firm offer of employment is made to you.

|  |  |
| --- | --- |
| **Name:** | **Name:** |
| Address: | **Address:** |
| Tel no: | **Tel no:** |
| In what capacity does the referee know you? | In what capacity does the referee know you? |

|  |  |  |
| --- | --- | --- |
| As far as you know, do you have a relationship with any staff/committee member of Sidings Community Centre connected with this post, if so who? | (Please Tick) | |
| Do you need a work permit to work in this country? | Yes 🞏 No 🞏 | |
| **If so, can you provide appropriate evidence of permission to work?** | Yes 🞏 No 🞏 | |
| **If you were offered the post *when* could you take up the appointment?** |  | |
| **Health: please give details of any period of illness, which has caused you to be absent from work for more than five consecutive days in the past five years**:  **………………………………………………………………………………………………………**  **………………………………………………………………………………………………………**  **………………………………………………………………………………………………………** |  | |
|  |  | |
| By virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, and the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendments) Order 1986, the post which you have applied for is exempt from Section 4 (2) of the Act in order to protect the public. We are therefore required to ask you to **disclose all current and/or spent** Criminal Convictions if you are shortlisted for the post.  Any such information will be treated in the strictest confidence and will only be used in consideration of your suitability for employment in an exempt post. You will need to consent to a Criminal Record Bureau Check being carried out for any post which is considered exempt.  If you knowingly conceal or omit any relevant facts and discovery is made after you have been appointed then you may be dismissed without notice. Thank you for your assistance.  **YOU MUST CROSS OUT EITHER A OR B**  **and sign and date the form**  **A: I have No Current or Previous Convictions**  **B: Current or Spent Convictions:**  **YES I do have a current and/or spent conviction(s)**  **(If you are shortlisted we will require further details)**  **Name: ……………………………………….. (Please print)**  **Post applied for: …………………………..**  **Signature: …………………………………. Date: ……………………….** | | |
| **Please note:** In order to comply with the updated Early Years Foundation Stage  Requirements (Sept 14), all staff applying for a post in our Early Years Services (EYS)  must sign and complete a declaration of “Disqualification by Association”. EYS Staff must declare whether they live in a household where someone lives, or is employed to work in the household, that is disqualified from working with young children. Applicants for posts in our EYS will be asked to sign and complete declaration before being offered employment and confirmed in any post. | |  | |
| |  | | --- | | DECLARATION: |  |  | | --- | | 1. I confirm that the information provided is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered. 2. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition I agree that this information will be retained in my personnel file during employment and processed in accordance with the Data Protection Act. 3. I agree that should I be successful in this application, I will, if required apply to the Criminal Records Bureau/Criminal Record Office for a disclosure based on the requirement of the post. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the organisation any offer of employment may be withdrawn or my employment terminated.   Signed: ………………………………….. Date:………………………………………….. | | |  | |

#### APPLYING FOR A JOB WITH SIDINGS COMMUNITY CENTRE

Some Advice on Completing the Application Form

**PLEASE NOTE: ALL CANDIDATES, WHETHER ALREADY KNOWN TO SIDINGS COMMUNITY CENTRE OR NOT, WILL BE SHORTLISTED SOLELY ON THE INFORMATION CONTAINED IN THEIR APPLICATION.**

Thank you for your interest in this post. The job description, person specification and some background information are enclosed, together with an application form. The following advice is designed to help you to complete the application form as effectively as possible. Although we ask for education and training details, we give more weight to experience.

1. The Job Description/Person Specification

READ AND THOROUGHLY ANALYSE THE JOB DESCRIPTION

Ask yourself why you are interested in the job. Would it be a job you would enjoy and find satisfying?

READ THE PERSON SPECIFICATION

In the person specification you will find listed the skills, knowledge, and experience required to undertake the job. To be shortlisted you will have to demonstrate on the application form that you meet these requirements.

1. Consider Your Experience

Have you got the necessary skills, knowledge and experience?

Remember to consider any employment you have had, including holiday or weekend jobs.

Consider any relevant experience you have acquired outside work, such as community/voluntary/leisure activities and interests.

Stress all experience relevant to this particular post.

Explaining your present (and previous) jobs and experience to someone else may help to uncover 'hidden' skills and talents etc which you take for granted. So, if you would find it helpful, talk to a friend about this post.

1. The Application Form

DO A ROUGH DRAFT FIRST:

Write out the form in rough to avoid mistakes, repeating yourself etc. This also gives you the opportunity to ensure that your form is well organised and relevant.

1. Present And Previous Employment

Write out your employment history: Provide details of the duties and responsibilities of the jobs you have had particularly where relevant to this post. Check dates and make sure they are in the right order.

1. Education And Training

Don't forget that courses taken at Evening Classes, in-service training, or Trade Union education may be relevant, including any training undertaken whilst being a volunteer.

1. Other Experience Relevant To The Post

Give details of any voluntary work or involvement in your community which has given you direct experience, knowledge or skills relevant to the job. Remember to include anything in your personal circumstances or experience which has given you insights or skills important to the job.

1. State Why Your Experience And Achievements To Date Make You A Suitable Candidate For This Post.

This is where you make your case for the job. Make your application for this specific job; don't submit the same one for a series of jobs unless it is equally appropriate.

Do not repeat your history: pick out the skills, knowledge and experience required by the job and show that you possess them.

Your form, should be written in a concise, well-organised and positive way (eg use active words like 'I wrote', 'I organised' etc.)

Specify what you have done yourself rather than the work of your project, department or organisation.

You Are Now Ready To Complete The Form

Type it or use black ball pen (black shows up best when photocopied and photocopies of your application form, should you be shortlisted, will be given to all members of the interview panel). Ensure it is well-presented and readily understood.

Send Your Form In On Time And ALWAYS Keep A Copy For Reference:

Send your completed form online to: [office@sidings.org.uk](mailto:office@sidings.org.uk)

or send copy to: Sidings Community Centre , 150 Brassey Road, West Hampstead, London, NW6 2BA. Telephone: 020 7625 6260

The closing date for receipt of applications is:  **date as advised – 22nd Sept 2017**

***Please note: Only applicants shortlisted will be contacted.***