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: Part-time Caretaker (may 21)

### Surname Forenames

Address

Telephone No. (daytime) (evening)

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

PLEASE NOTE. Shortlisted applicants will be notified by email – please indicate if you prefer to be contacted by phone here: …………………………………………........................................

|  |
| --- |
| **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:** Courses followed (full-time, part-time or correspondence courses). Examinations etc passed and grades obtained. Training relevant to the post. |
| **Date(s)** | **Establishment** | **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?** |  |
|  |  |
| This post may bring the Development Worker into contact with vulnerable adults. Accordingly, the post would be considered as exempt under the Rehabilitation of Offenders Act 1974. If the post is exempt, you are required to list below any criminal convictions you may have, whether spent or otherwise. Accordingly, candidates would expect to consent to undergoing a DBS check as it is a post involved in caring for, or possibly involving reasonable contact with, children and vulnerable people (as per current legislation). |
| **Do you have any previous criminal convictions? YES ❒ / NO ❒****Nature of convictions(s) and dates:**   …………………………………………………………………………………………………………………………………………………………………………………………………………….. |  |
| Signed | Dated |

#### 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

Due to Covid19, we are asking if candidates can complete this form electronically and return it via email if at all possible. you will then receive an acknowledgment of receipt of your application. if you prefer to print off the form and complete this manually please inform the centre in advance and be mindful of any possible delays in postage when returning your form.

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 accredited courses and qualifications achieved online, or undertaken as a volunteer are relevant as well as at recognised educational establishments.

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 to: office@sidings.org.uk at Sidings Community Centre,
150 Brassey Road, West Hampstead, London, NW6 2BA. Telephone: 020 7625 6260/mobile 07483378339

The closing date for receipt of applications is 21st May. *(applicants will be notified of interview time when shortlisted).*

***Please note: Only applicants shortlisted will be contacted ahead of interview date.***

For our own advertising purposes, can you please tell us how you heard about the post:

…………………………………………………………………………………………………………..

Thank you.