

# Shepherds Bush Families Project

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## Children's Centre

### Job Application Form

Please complete this form and return by email to [tinamayers@sbf.org](mailto:tinamayers@sbf.org)

(Please note: all boxes expand)

Application for the post of: Maternity Cover Assistant Manager

Closing Date: 31/03/2017 5pm

### Personal Details

Title:

Forename(s):

Family/Surname:

Address:

Post Code:

Home Tel No:

Work Tel No:

Can we ring you at work? **Yes/No**

Mobile Tel No:

Email Address:

Do you need permission to work in the UK? **Yes/No**

National Insurance Number:

## References

We require the names, full addresses and contact details of two people who can confirm your employment record and comment on your suitability for this position. One must be from your current or (if not in employment) most recent line manager/HR Department. Do not use work colleagues, relatives, partner or friends as referees.

**Please indicate whether your referees may be approached now. References are normally sought after interview**

### Referees

Name:	Name:
Position:	Position:
Relationship:	Relationship:
Address:	Address:
Tel no:	Tel no:

**Yes/No**

**Yes/No**

## Education, Training and Qualifications

Short-listed candidates will be expected to provide originals of all awards, certificates and qualifications at interview.

Starting with the most recent, please ensure that you include details of study, dates, grades, any special skills or training that you have taken or are currently undertaking, even if no qualification was awarded or has yet to be awarded.

### Secondary & Further Education

Dates attended From:                      To:	Names of school/college other institution:	Course details Grades, levels, qualifications:

### Higher Education and/or equivalent

Dates attended From:                      To:	Name of University and/or other institution	Course title, Grades Qualifications, levels:	Awarding Body:

**Other professional or vocational qualifications relevant to your application**

Dates obtained:	Qualifications, Grades or Level:	Awarding Body:

**Employment History**

Please include details of all your employment, including temporary, part-time or unpaid employment, dates and full addresses. You can continue on a separate sheet of A4 size white paper if necessary.

**Details of current/most recent employer**

Name of employer/organisation:

Address:

Tel no:

Position:

Start date:	Finish date:	Notice period:	Annual Salary:
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Brief description of Duties:

**Prior employment**

Employer/Organisation Name, Address, Tel no:	Position:	Start Date:	Finish Date:	Reason for leaving:

Please give brief details of other any other interests or activities e.g. volunteering you consider relevant to your application:

Please explain here any gaps in either your employment or education history:

**Experience and relevant skills:**

Having read the job description and person specification, please state how your experience and achievements to date would make you a suitable candidate for this post. You should address each criterion detailed on the person specification and provide examples of how you meet these. Please also include your reasons for applying and interest in this post.

## **Health and medical matters:**

Applicants with a disability or health problem are not precluded from consideration for this post and are welcomed; however, unfortunately, at present SBFP & CC has limited accessibility for people with significant mobility difficulties and those using wheelchairs.

Please give the number of days of sick leave that you have had in the last 12 months:

Please give the number of separate occurrences of illness in the last 12 months:

## **Safeguarding Children Matters**

The position that you are applying for involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). You are therefore **not** entitled to withhold information concerning incidences and/or offences ('spent' or otherwise) for which you have been convicted, cautioned and/or reprimanded for.

Have you ever been convicted of any offence, or been 'bound over', and/or given a caution? **Yes/No**

**If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked 'CONFIDENTIAL DISCLOSURE'**

## **Declaration**

**All of the information given by you and contained in this form may be subject to checks.**

- I understand that any false, inaccurate or incomplete information could result in withdrawal of any offer of employment; or post appointment: dismissal and/or disciplinary action.
- I understand that if my application is successful I will be required to obtain the necessary CRB Disclosure
- I understand that I declare that the information given on this form is to the best of my knowledge correct and complete, and can be treated as part of any subsequent contract of employment.
- I understand that Shepherds Bush Families Project may process by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the organisation.

**Signature of applicant:**

**Date:**

**Print name:**

**CONFIDENTIAL**  
**RECRUITMENT MONITORING FORM**

We are committed to equality and diversity in employment and appoint on the basis of merit only. In order to monitor the effectiveness of this policy, all applicants are requested to complete this section. On receipt it will be detached from your application and dealt with separately. The information it contains will not be used in deciding whether or not to invite you to interview, or to offer you a position.

Please tick the appropriate boxes that apply to you

<b>Gender</b>
Female      Male

<b>Ethnic Origin (Please state)</b>
I would describe my ethnic origin as:

<b>Main language spoken (Please state)</b>
<b>Other languages</b>

<b>Disability</b>
Do you consider yourself to have a disability?
If yes, are you registered disabled?

<b>How did you find out about this vacancy?</b>