

**Application for Employment**

This form must be completed in full by the applicant and returned by Mon 24 Oct.

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| Position applied for: |  |

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| 1. **Personal details**
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| Surname:  |  | Forenames:  |  |
| Address: |  | Postcode: |  |
| Tel: |  | Home/Work/Mobile (delete as appropriate) |
| Email: |  |

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| 1. **Why are you applying for this post?**
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| 1. **What can you offer us?**
 |
| Using the job description and person specification as a guide, please outline how your skills and experience meet the criteria for this post.  |
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| 1. **Present or most recent employment**
 |
| Name of organisation: |  |
| Position held: |  | Date appointed: |  |
| Notice period required: |  | Current or final salary/wage: |  |
| Date left and why (if applicable): |  |
| Briefly outline your duties and responsibilities: |
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| 1. **Previous appointments / experience of work**
 |
| Name & address of organisation | Position held and dates from/to | Main duties & responsibilities | Reason for leaving |
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|  |  |  |  |
| **Previous appointments / experience of work (continued)** |
| Name & address of organisation | Position held and dates from/to | Main duties & responsibilities | Reason for leaving |
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| 1. **Education, training and qualifications**
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| Include details of exams passed, courses attended, school/college/university qualifications and professional qualifications.  |
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| 1. **What else are you interested in?**
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| eg. leisure activities, hobbies, etc.  |
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| 1. **Equality Act 2010**
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| Do you have any special needs that might require NYMAZ to make reasonable adjustments in order for you to undertake this job? Yes / No |
| If yes, please give details of:1. any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job
2. any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job
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| 1. **Rehabilitation of Offenders Act 1974 (as amended)**
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| Have you ever been convicted of a criminal offence which under the provision of the above Act is not ‘spent’? Yes / NoIf yes, please enclose details.  |

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| 1. **Asylum & Immigration and Nationality Act 2006**
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| In order to comply with the Immigration Act 006 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. If you require a work permit in order to work in the UK, please indicate by ticking this box: 🞎 |

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| 1. **Referees**
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| Please give the names and addresses of two referees. Both of them should be familiar with your work and have had line managerial responsibility for you. One of them should be your present or most recent employer.  |
| Name: |  | Name: |  |
| Address: |  | Address: |  |
| Email: |  | Email: |  |
| Tel (daytime): |  | Tel (daytime): |  |
| Employer and role: |  | Employer and role: |  |
| Can we contact this person before interview? | Yes / No | Can we contact this person before interview? | Yes / No |

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| 1. **Declaration**
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| To the best of my knowledge the information contained in this application is correct. I understand that giving false information or omitting to give information could disqualify my application, or, if appointed, could lead to me dismissal.  |
| Signed | Date |

**Please return this form with a covering letter, together with a copy of your CV if desired, by 10am on Monday 24 October to:**

Heidi Johnson

Director, NYMAZ

heidi@nymaz.org.uk

**NYMAZ**

**Equal Opportunities Recruitment Monitoring**

NYMAZ is striving to be an equal opportunities employer.

In order to monitor the range of applications we receive, we would be grateful if you could complete this form and return it with your application. The information on this form is confidential and is not used as part of the selection process. It will be separated from your application prior to shortlisting.

Please tick as appropriate:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Gender: | Male |  | Female |  | Non-binary |  |
|  |  |  |  |  |
| Ethnic origin: | African |  | Asian |  |
| Caribbean |  | Chinese |  |
| White European |  | White other |  |
| Mixed race (please specify) |  |
| Other (please specify) |  |

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| Age band: | 18 – 24 |  | 25 – 29 |  |
| 30 – 39 |  | 40 – 49 |  |
| 50 – 59  |  | 60 + |  |

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| --- | --- | --- | --- |
| Do you have a disability? | Yes  | Are you registered disabled? | Yes |
| No | No |

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| Post applied for: |  |

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| Where did you see the advertisement or hear about this post?  |  |

Please return this form together with your completed job application.

Thank you for taking the time to complete this form.