

21 Avenue Road, Southall, Middlesex, UB1 3BL

T: 020 8571 9595 · F: 020 85746781 · info@southallblacksisters.co.uk

www.southallblacksisters.org.uk

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| EMPLOYMENT APPLICATION FORM |

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| **PLEASE COMPLETE THIS FORM IN BLACK INK.**  You are required to complete all sections of this form. Additional information may be attached if necessary. Selection will be made according to the Person Specification provided and your application should demonstrate that you meet the required criteria. An equal opportunities monitoring form is attached to this application form for completion solely for the purposes of internal monitoring. For selection purposes this form will be detached from the application.  The completed signed application form must be returned by 5pm on Friday 12th March 2021  to: HR, Southall Black Sisters, 21 Avenue Road, Southall, Middlesex UB1 3BL or by email to hr@southallblacksisters.co.uk  Due to the high volume of applications received we are unable to respond to everyone. Please note that if you have not heard from us within 6 weeks after the closing date, we regret that your application has not been successful on this occasion. |

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| Post Title: |  | |
| **How did you hear of this post?** | Guardian |  |
| Womens Aid |  |
| Facebook |  |
| Twitter |  |
| Instagram |  |
| LinkedIn |  |
| Other please specify |  |

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| 1. Personal details |

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| **Name:** |  |

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| Address: |  |
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| Postcode: |  |
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| **Contactable Daytime Telephone Number:** | |  | |
| **Contactable Mobile Telephone Number:** | |  | |
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| **Contactable E-mail address:** |  | |
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## CURRENT WORK

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| Employers name and address: |
| Duties: |
| Paid or Voluntary? |

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| When would you be able to take up this post, if it were offered? |

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| **2. Educational History** |

**Please provide information about your educational background, beginning with the most recent.   
Please include professional qualifications.**

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| **Dates** | **Name of school/ educational provider** | **Examinations / training undertaken and Qualifications gained. Start with most recent** |
|  |  | **(If you need extra space, continue typing and this box will expand automatically)** |

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| **3. Work Experience** |

**Please provide information on your work experience, whether paid or unpaid, beginning with the current or most recent position.**

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| **Post**  **Start with most recent** | **Paid or voluntary?** | **Employers name & address** | **Dates** | **Reason for leaving** |
|  |  | **(If you need extra space, continue typing and this box will expand automatically)** |  |  |

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| **4. Language Skills** |

**Please provide information on your language skills. Indicate your level of proficiency as POOR, GOOD, VERY GOOD or FLUENT.**

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| **Language** | **Spoken Skills** | **Written Skills** |
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| **5. Why are you applying for this post?** |

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| **(If you need extra space, continue typing and this box will expand automatically)** |

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| **6. YOUR RIGHT TO WORK IN THE UK** |

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| **Are you a British Citizen?**   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  |   **If no,**  **Do you have a valid work permit?**   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  | |
| **If yes,**  **What is the expiry date?**  **How many hours per week are you permitted to work in the UK?**  **What type of visa do you have?**  **(If you need extra space, continue typing and this box will expand automatically)** |

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| **7. Personal Statement** |

**Please write a concise statement giving details of your suitability for this post. Please set out examples of how you meet all the criteria in the person specification including details of successful campaigns/policy work or legal challenges. You should include any ideas or observations you may have about the current or future work of Southall Black Sisters.**

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| **8.** |

**The centre deals with issues affecting mainly black and minority (BME) women. Please indicate your awareness and understanding of the main issues faced by BME women in Britain today.**

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| **(If you need extra space, continue typing and this box will expand automatically)** |

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| **9. References** |

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| **Please provide details of at least two referees (not friends or relatives) whom we can contact for references. At least one of the references should be from your current or last employer.**  **Please indicate one referee whom we can contact prior to any offer of employment. All job offers are subject to the receipt of satisfactory references.** |

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| **Reference 1** |  | **Reference 2** |

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| **Name:** |  |  | **Name:** |  |

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| **Their Position (job title):** |  |  | **Their Position (job title):** |  |

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| **Work Relationship:** |  |  | **Work Relationship:** |  |

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| **Organisation:** |  | | **Organisation:** |  | |
| **Dates Employed:** | **From:** | **To:** | **Dates Employed:** | **From:** | **To:** |

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| **Address:** |  | **Address:** |  |
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| **Postcode** |  | **Postcode** |  |

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| **Telephone No:** |  | **Telephone No:** |  |

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| **E-mail:** |  | **E-mail:** |  |

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| **Can we contact prior to making an offer?** |  |  | **Can we contact prior to making an offer?** |  |

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| **Reference 3** |  | **Reference 4** |

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| **Name:** |  | **Name:** |  |

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| **Their Position (job title):** |  | **Their Position (job title):** |  |

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| **Work Relationship:** |  | **Work Relationship:** |  |

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| **Organisation:** |  | | **Organisation:** |  | |
| **Dates Employed:** | **From:** | **To:** | **Dates Employed:** | **From:** | **To:** |

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| **Address:** |  | **Address:** |  |
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| **Postcode** |  | **Postcode** |  |

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| **Telephone No:** |  | **Telephone No:** |  |

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| **E-mail:** |  | **E-mail:** |  |

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| **Can we contact prior to making an offer?** |  |  | **Can we contact prior to making an offer?** |  |

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| **If you are currently employed, please state period of notice required:** |  |

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| Signed: |  | Date: |  |

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| **10. Data Protection Act 1998** | | | |
| Data protection: Information from this application may be processed for purposes registered by the employer under the Data Protection Act 1998. Individuals have, on written request and on payment of a fee, the right of access to personal data held about them.  I hereby give my consent to Southall Black Sisters processing the data supplied in this form for the purpose of recruitment and selection.  If I am offered employment, I consent to my information being held and processed by Southall Black Sisters or its agents in accordance with the Data Protection Act 1998.  If I am not offered employment, I understand that my information will be held by Southall Black Sisters in the event my skills may be suitable for an alternative role within the organisation. After six months my information will be securely destroyed. | | | |
| Signed: |  | **Date:** |  |

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| **11. Declaration** | | | | | |
| I certify that the information contained in this form and in any related documents is complete and accurate in all respects. I authorise Southall Black Sisters to disclose any of this information to its agents, carry out references checks, and verify the information that I have provided. I understand that should Southall Black Sisters not be able to arrange or maintain appropriate insurance, or should the facts given by me be inaccurate or untruthful, then Southall Black Sisters will be entitled to withdraw any offer, or terminate my employment without notice.  I understand that my job offer will be subject to proof of entitlement to work in the UK; a probationary or trial period; the receipt of reference; and where appropriate, a Criminal Record Bureau Check and/or a Medical Examination; all of which must be satisfactory to Southall Black Sisters. | | | | | |
|  | Signed: |  | **Date:** |  |  |

**The completed signed application form must be returned by 5pm Friday 12th March 2021 by one of the following methods:**

**By POST to: HR, Southall Black Sisters, 21 Avenue Road, Southall, Middlesex UB1 3BL**

**By Email to:** [**hr@southallblacksisters.co.uk**](mailto:hr@southallblacksisters.co.uk)

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| **For office use only:**  **Candidate number** |