



JOB APPLICATION FORM

Position Applied For:		Closing Date:	
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1. Personal details

Name:			
Address:			
Email:		National Insurance Number:	
Phone:	Home:	Work:	Mobile:
May we contact you at work? Yes <input type="checkbox"/> No <input type="checkbox"/>			

2. Education, professional qualifications and training

Name of Organisation; course or training	Dates (from-to)	Course Details	Qualifications earned if any/ Also please include any qualifications working towards

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3. Career history

Please note we do not accept CVs as part of the application process. Short-listing will be carried out on the basis of the application form only.

Most recent post: Please give full details of responsibilities/achievements for your current/most recent job.				
Dates (from-to)	Position held	Name and address of employer	Final Salary	Reason(s) for leaving and notice period
Details of responsibilities/achievements:				

Previous career history: Please include any voluntary, home-based or part-time work. Please account fully for any periods of time not spent in further education or employment.					
Dates (from-to)	Position held	Name and address of employer	Brief outline of responsibilities	Final Salary	Reason(s) for leaving

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4. Why does this job interest you?

5. Why do you want to work for women@thewell?

6. Competencies – Evidence of meeting criteria

Please describe in this section, using examples from your own experience, how you will meet the essential criteria in the Person Specification. Short-listing will be based upon how well you demonstrate your ability to meet the essential criteria.

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7. Please add any other relevant information or comments

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8. Referees

Please give the name, address and telephone number of TWO referees. One referee must be your present and/or most recent employer, and the second a previous employer or most recent place of training or education. These referees must be authorised to comment on behalf of the organisation. If you cannot provide these, please provide a referee who has known you for at least two years. This must not be a member of your family and you should state the capacity in which they know you. We will not contact referees unless you are being offered the job.

	Present/most recent employer	Second referee
Name:		
Position:		
Organisation:		
Address:		
Phone:		
Email:		
Capacity in which they know you:		
Between which dates?		

9. If offered this post, when could you take up employment?

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10. Applicants with disabilities

Do you consider yourself disabled? Or you consider yourself disabled under the definition of the Equality act 2010, a person is considered to have a disability if he/ she has a physical or mental impairment which has a substantial and long term adverse effect on her/ his ability to carry out normal day to day activities.

Do you consider yourself disabled using either of the two options noted above?

If you have a disability, is there anything we need to know in order to offer you a fair selection interview?

Is there any equipment/support you may require women@thewell to supply you with to enable you to do this job?

11. Criminal Record

watw aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the rehabilitation of offenders act 1974. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

The information contained in this application form will only be seen by those involved in the recruitment process. If you have answered yes to the above question, we may want to discuss at interview.

Please enclose details into a separate sealed envelope marked confidential and post to 54-55 Birkenhead Street, London, WC1H 8BB

Have you ever been convicted of a criminal offence, cautioned, reprimanded or given a final warning by the police, or do you have any court cases pending? Yes No

12. Asylum & Immigration Act 1996

All applicants called for final interview will be asked to produce evidence of their eligibility to work in the UK, in compliance with the Asylum and Immigration Act 1996. Further information on the UK Government's immigration policy can be found on www.homeoffice.gov.uk Immigration and Nationality page.

Do you need a permit to work in this country? Yes No

If you need a permit, are there any limitations/conditions on the work permit? (e.g. a visa with a limited duration)

Yes No

If yes, please give details:

13. Declaration

I declare that the information given on this form is correct and complete to the best of my knowledge. I understand that if it is discovered that information has been fraudulently or misleadingly supplied, women@thewell reserves the right to terminate any contract of employment without notice at any stage.

Because of the sensitive nature of the duties the post-holder will be expected to undertake, I understand that I must declare details of any criminal convictions (spent and unspent), cautions, reprimands and final warnings, and any other information that may have a bearing on my suitability for the post. I understand that in the event of a successful application for this post, an Enhanced Disclosure DBS check will be sought and that a final offer of employment will be dependent upon a satisfactory result.

I understand that the final offer of employment is also subject to the receipt of satisfactory medical clearance and two satisfactory references.

I also understand that my records may be held on a computerised database that is subject to the Data Protection Act 1998 and in line with GDPR.

Signed:

Date:

14. Declaration of interest

Do you have any family or friends who are employed by women@thewell, use the services of women@thewell or are a member of women@thewell's Board of Trustees? Yes No

If yes, please state who, and the nature of your relationship with them:

(Please note that any information supplied in this form may be stored for reference purposes by **women@thewell** for up to 24 months after the recruitment process has been completed. If you are appointed, this form and any supplementary papers you provide will form a part of your personnel file throughout your employment with **women@thewell**, and be archived for 7 years after the end of your employment).

Thank you for completing this form.

Please return this application form (saved with your name as part of the documents name) along with your equal opportunities monitoring to recruitment@watw.org.uk

Or if using a printed version of the form please post to

Recruitment, women@thewell, 54/55 Birkenhead Street, London, WC1 H8BB.