

APPLICATION FORM

Please type or print using black ink and complete all relevant sections.

POSITION:

Surname:	Title: (Mr, Mrs, Ms, Miss, Dr)
Forename(s)	
Address:	Telephone numbers
Postcode:	Home:
	Work:
	Mobile:
	e.mail

GENERAL EDUCATION / QUALIFICATIONS

Secondary school(s) attended and dates	Subjects studied	Level	Grade	Year obtained

FURTHER EDUCATION & PROFESSIONAL TRAINING

Name & address of establishment attended and dates	Qualifications obtained	Date
Professional registration body:	Registration / PIN number:	Expiry date:

Academic / professional qualifications currently being studied for:	Expected date of completion:

CAREER HISTORY

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

Please account fully for any periods of time not spent in further education or employment.

EMPLOYMENT (Paid)

Most recent or current post:

Dates (from-to)	Position held	PT/FT	Name and address of employer	Final salary	Reason for leaving: If you are still in current post, why do you want to leave?
Details of responsibilities/achievements:					

Previous employment:

Dates (from-to)	Position held, including a brief outline of responsibilities	PT/FT	Name and address of employer	Final salary	Reason for leaving

VOLUNTARY PLACEMENTS - please give current or most recent first.

Dates (from-to)	Role, including a brief outline of responsibilities	PT/ FT	Name and address of organisation	Hours per week/month (please specify)	Reason for undertaking the placement

REFEREES

<p>1. Please give details of current/ most recent employer</p> <p>May we approach prior to interview? YES/NO</p> <p>Name:</p> <p>Position:</p> <p>Address:</p> <p>.....</p> <p>Postcode:</p> <p>Telephone Number:</p> <p>Email address:.....</p>	<p>1. Please give details of one other person (not a relative) who can give a PROFESSIONAL reference.</p> <p>May we approach prior to interview? YES/NO</p> <p>Name:</p> <p>Position:</p> <p>Address:</p> <p>.....</p> <p>Postcode:</p> <p>Telephone Number:</p> <p>Email address:</p>
<p>Do your referees know you by any other name? If so please state:</p>	

Please outline below your relevant experience and achievements that show you are suitable for this post. (Continue on one separate A4 sized sheet if necessary, with your name clearly marked).

ADDITIONAL INFORMATION

What period of notice are you required to give?

Where did you learn of this vacancy?

Are there any dates during the next month when you will not be available for interview?
.....

Do you hold a current driving licence? YES/NO

Do you require a Work Permit? YES/NO

DISCLOSURE OF INFORMATION

Are you related to anyone on the Headway East London Board of Directors? YES/NO

If YES, please give details

Because of the nature of the work concerned, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. You are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. Any such information given will be completely confidential and will be considered only in relation to your application for this post. In order to fulfil this requirement, would you please complete the following details:

Have you ever had a conviction? YES/NO

If yes, 1. When did this take place?

2. What was the charge?

IMPORTANT NOTE: The following may result in disqualification:
1. Canvassing a member of the Management Committee.
2. Failure to disclose a relationship with a member of the Management Committee.
3. Failure to disclose convictions, including “spent” ones if applicable.

I understand that this appointment may be subject to a medical assessment. I certify that the above information is correct and accept that false information given may result in the termination of any subsequent employment gained.

Signature:.....

Date:.....

PLEASE EMAIL YOUR COMPLETED APPLICATION FORM TO:

recruitment@headwayeastlondon.org

OR POST TO:

HEADWAY EAST LONDON; TIMBER WHARF, 238–240 KINGSLAND ROAD, LONDON E2 8AX

HEL is committed to protecting all personal information collected, and is transparent about why we do so and what we do with it. For full details please see the Privacy Policy section on our website