

PLEASE COMPLETE USING BLACK INK OR TYPE AND RETURN TO:

**Helen Cottington: MARY WARD CENTRE, 42 QUEEN SQUARE, LONDON WC1N 3AQ,
EMAIL: helen@marywardcentre.ac.uk**

If you submit an application by email you do not need to also post a hard copy

JOB DETAILS

Job Title	Tutor of Somali Grammar	Closing Date 10 th September 2010	Applicant No (Office use only)
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PERSONAL DETAILS

Title	Surname	Forenames in full
Address	Are you a UK, European Community or European Economic Area national? YES <input type="checkbox"/> NO <input type="checkbox"/> If NO, please continue with this section. Are you eligible to work in the UK? YES <input type="checkbox"/> NO <input type="checkbox"/> Do you need a work permit? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES to either question please provide further details e.g. work permit number, validity and date of expiry. Should your application be successful, you will be required to provide proof of eligibility to work in the UK.	
Postcode		
Telephone day		
Telephone evening		
Mobile		
E-mail address	National Insurance Number	

EDUCATION (please start with your most recent education but go no further back than secondary)

From	To	School, College or Establishment	Examinations taken	Results/grades obtained

OTHER TECHNICAL, PROFESSIONAL OR OCCUPATIONAL TRAINING/COURSES ATTENDED (please start with your most recent training)

From	To	College, Institute or Employer	Subjects studied	Qualifications gained

MEMBERSHIP OF PROFESSIONAL INSTITUTES OR SOCIETIES (if you are applying for a teaching post you should enter your Institute for Learning registration number here)

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EMPLOYMENT HISTORY (please start with your most recent experience)

From	To	Employer's name, address and brief description of function	Position(s) held and brief details of duties	Current/final salary

VOLUNTARY WORK OR OTHER RELEVANT EXPERIENCE (relating to this post)

From	To	Organisation's name, address and brief description of function	Position(s) held and brief details of duties

SUPPORTING STATEMENT (which should state how your experience and achievements meet the job description and the selection criteria given in the person specification for the post for which you are applying. Please continue on a maximum of one additional sheet if necessary. Short-listing of candidates for interview will be made on the evidence given in the supporting statement).

SUPPORTING STATEMENT (CONTINUED)

PERIOD OF NOTICE REQUIRED TO BE GIVEN TO CURRENT EMPLOYER

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REFEREES

Please give below the names and addresses of two people who have detailed knowledge of your work and achievements. One should be your current or most recent line manager. If you are not able to provide this you should provide a brief explanation.

<p>Name</p> <p>Position</p> <p>May we approach this referee before interview?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>Address</p> <p>Telephone</p> <p>Fax</p> <p>Email</p>
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<p>Name</p> <p>Position</p> <p>May we approach this referee before interview?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>Address</p> <p>Telephone</p> <p>Fax</p> <p>Email</p>
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FAIR RECRUITMENT

To ensure a fair recruitment process we need to know if you know, or are related to, any employee or member of a committee of the Mary Ward Centre.

YES Please specify

NO

DATA PROTECTION ACT 1998

Your signature on this document gives the Mary Ward Centre the right, under the Data Protection Act 1998, to process the information you have given, including data of a sensitive nature, for processes relating to your application for employment, which have been notified to the Offices of the Information Commissioner. Any processing of the data by the Centre will be in accordance with the Centre's Data Protection Policy and the processing principles set out in the Act. Application forms of unsuccessful candidates will be destroyed after 6 months.

CRIMINAL RECORDS DISCLOSURE

Because of the nature of the work for which you are applying, enquiries will be made of the Criminal Records Bureau to ascertain whether or not your records reveal any criminal convictions. The post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

If you are offered a position, you will be required to declare all spent and unspent convictions. The Mary Ward Centre encourages applicants to disclose any spent or unspent convictions.

Have you ever been convicted, bound over or cautioned in respect of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act 1974) Do you have any prosecutions pending against you?

YES NO

If 'YES' please provide details separately in a sealed envelope

DISABILITY

The Mary Ward Centre wishes to encourage suitably qualified disabled people to apply for posts.

The Disability Discrimination Act 1995 defines disability as a 'physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities'.

Based on this definition, do you consider yourself to have a disability? YES NO

If YES, please state the nature of your disability

If you have a disability, please indicate whether you would need any particular arrangements to be made, or support provided, if you were invited for interview/offered the post.

ABSENCE BECAUSE OF ILL HEALTH

How many working days have you lost in the last 2 years because of ill health?

I confirm that the details in this form and any other information relating to my formal application for employment are correct.

Signature of Applicant

Date

N.B. If short-listed for interview you may be asked to produce evidence of your qualifications.

Post Applied for

Month/Year

The Mary Ward Centre is committed to equality of opportunity in employment and to the selection of the best person for the job. The information you are providing on this page is anonymous and is used for monitoring purposes only. It is not used in the selection process. This form should be returned with your application form, but will be removed from your application prior to short-listing.

Personal Details

Gender Male Female

Age Under 25 25-34 35-44 45-54 over 54

Disability

The Mary Ward Centre wishes to encourage suitably qualified disabled people to apply for jobs – all information will be treated in confidence.

The Disability Discrimination Act 1995 defines disability as a ‘physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities’.

Do you consider yourself to be disabled? Yes No

If yes, what is the nature of your disability? _____

Nationality and Ethnic Origin

Nationality Please specify _____

Ethnic Origin

- | | | | |
|--------------------------------------|--------------------------|------------------------------------|--------------------------|
| Asian or Asian British - Bangladeshi | <input type="checkbox"/> | Black or Black British - African | <input type="checkbox"/> |
| Asian or Asian British - Indian | <input type="checkbox"/> | Black or Black British – Caribbean | <input type="checkbox"/> |
| Asian or Asian British - Pakistani | <input type="checkbox"/> | Other Black Background | <input type="checkbox"/> |
| Chinese | <input type="checkbox"/> | Other Asian background | <input type="checkbox"/> |
| Mixed – Asian and White | <input type="checkbox"/> | White – British | <input type="checkbox"/> |
| Mixed – Black African and White | <input type="checkbox"/> | White – Irish | <input type="checkbox"/> |
| Mixed – Black Caribbean and White | <input type="checkbox"/> | Other White background | <input type="checkbox"/> |
| Other Mixed background | <input type="checkbox"/> | Other Ethnic background | <input type="checkbox"/> |

Where you saw the advertisement

Newspaper/Publication Please specify _____

Website/internet Please specify _____

Word of Mouth

Official Use Only Applicant No. Not shortlisted Shortlisted Appointed