



Woodbrooke

Quaker Study Centre

1046 Bristol Road
Birmingham
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UK

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Fax: +44 (0)121 472 5173
Email: enquiries@woodbrooke.org.uk
Web: www.woodbrooke.org.uk

Application for employment

*Please complete **all sections of the form**, writing “none” where appropriate, and use **black ink**.*

Position applied for:

If offered this position, when would you be able to take up employment?

.....

Where did you hear about this vacancy?

.....

Please return the completed form, marked ‘Application: Confidential’, to:

helen.rowlands@woodbrooke.org.uk

Please return to above named

Name of Applicant:

EDUCATION AND QUALIFICATIONS
Please attach additional sheets if necessary

Secondary school(s) – since age 11 *(Most recent first)*

Name of School	Address	Dates of starting and leaving	Exams passed, such as O level, GCSE, A level, GNVQ, etc.

Further/higher education or apprenticeship *(most recent first)*

Name of college or university	Address	Dates of starting and leaving	Qualifications gained

Occupational or vocational qualifications gained, including membership of a professional body or institute *(most recent first)*

Professional body or institute	Address	Date obtained	Qualification gained/ level of membership

Other relevant skills, knowledge or experience

Any other skills, qualifications or activities which may be relevant to the position applied for – such as languages spoken, management experience, public offices held, positions of responsibility outside work or day-release or evening courses successfully completed

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WORK AND EMPLOYMENT

Employment status Are you currently: employed?
 self-employed?
 unemployed?
 doing voluntary work?
 retired?

Employment – most recent first (if necessary, add further lines or an additional sheet)

Name and address of your employer	Job title and principal duties	Dates of starting and leaving	Reason for leaving and final salary

Self-employment (if necessary, add further lines or an additional sheet)

Type of work undertaken	Names of the organisations and businesses for which the work was undertaken – list the main ones	Dates of self-employment

Voluntary work

Type of work undertaken	Names of the organisations for whom you have worked	Dates when the work was undertaken

REASONS FOR YOUR APPLICATION

Please attach additional sheets if necessary

Please give your reasons for applying for this post and what you think you can bring to it.

You may also wish to use this space for anything you feel has not been adequately covered elsewhere in this section

ADDITIONAL PERSONAL DETAILS

Are you in good health?

Yes / No

How many days of sickness absence have you had in the past two years?

Please give details:

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Is there anything about your health which you feel we ought to know? Please give details:

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Are there any special requirements that we need to know about to ensure you are able to attend the interview and carry out written or presentational tasks if required at Woodbrooke?

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Have you ever been convicted of a criminal offence?

Yes / No

(Declaration subject to the terms of the Rehabilitation of Offenders Act 1974)

REFERENCES

Please give details of two referees (not relatives) who have known you for at least two years and can comment on your work experience. One must be your present or most recent employer.

If you do not wish an approach to be made to either referee at this stage, please enter a cross in the box alongside their name.

Name: <input type="checkbox"/>	Name: <input type="checkbox"/>
Company:	Company:
Address:	Address:
Postcode:	Postcode:
Telephone No:	Telephone No:
Email:	Email:
Position:	Position:
Relationship to you:	Relationship to you:
If either referee knows you by another name, please give details:	

DECLARATION

I confirm that the information given on this form is true and comprehensive and that no information that might affect a recruitment decision has been knowingly withheld. I understand that any false statement or significant omission on my part may be sufficient cause for rejection or, if employed, for dismissal.

In respect of the Data Protection Act 1998, I understand that the data given will be processed for internal purposes only and I hereby consent to Sensitive Personal Data being held and processed by the Centre.

I understand that any offer of employment is conditional upon:

- *satisfactory references being obtained*
- *evidence of academic / professional qualifications*
- *satisfactory medical status*

Signed:	Date:
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Please complete Recruitment Monitoring details on next page.

RECRUITMENT MONITORING

Position Applied for:

Date:

Woodbrooke is committed to a policy of equal opportunity in its employment practices. Applicants are therefore requested to indicate how they would describe themselves in terms of ethnic origin and religious denomination, as well as giving details of their age, gender, marital status and any disabilities.

Monitoring is recommended by the various Codes of Practice for the elimination of discrimination. The information provided will be used solely for monitoring purposes and will remain confidential.

Date of birth/...../.....

Male/female

Marital status.....

Ethnic origin

Religious denomination or faith

Do you have any disabilities which may affect your application? Yes / No
If 'Yes', please:

Briefly describe your disabilities	
Describe any reasonable adjustments which you feel may need to be made to enable you to carry out the job	