

Post details

Application for:

Office Admin & Project Development Officer Support Worker

Personal data

Title: Mr, Mrs, Ms

Surname First Name

Address for correspondence
.....
.....
.....

Telephone (preferred)

Telephone (alternative)

E-mail

Eligibility to stay/work in UK

Where did you see the advert

Guidance for completing and submitting this form

Please complete the following sections carefully and fully after reading any supplementary information provided, in particular the job description. The decision to invite you to interview will be based on the information you provide on this form, how closely you meet the Person Specification, and your motivation for joining us.

The completed application form should be submitted by hand or by post, to Bolton Hindu Forum, C/O Manu Mistry, Veda Mandir, 1 Thomas Holden Street, Bolton, BL1 2QG, by 5pm on 19/02/17. **Please specify in the subject heading on the envelope that this is a job application.**

Employment history

Please summarise your previous jobs, starting with the most recent

Current notice required:

Current salary:

Dates of employment (From / To)	Employer's name, address, and nature of business	Job title and summary of main duties

Continue on extra sheet(s) if necessary

Qualifications and training

Please give details of your education, qualifications and training relevant to the application

Dates (From / To)	Qualification/Course	Place of education/training	Grade/result

Experience of voluntary work

Please use this section to indicate any voluntary work you have done

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Achievements, personal qualities and skills

Please use this section to indicate how you meet all points in the Person Specification, ensuring you clearly address each point in turn. Please ensure that you provide practical examples of your experience, achievements, knowledge, personal qualities and skills for each element of the Specification. This may include experience derived from paid or voluntary roles.



Achievements, personal qualities and skills - continued

A large, empty rectangular box with a black border, intended for the applicant to write their achievements, personal qualities, and skills.

Disability

We welcome applications from people with disabilities. The Disability Discrimination Act defines a disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities'.

If your application is successful, would you require any reasonable adjustments to be made or facilities provided to enable you to attend an interview or to carry out the job for which you are applying?

Referees

Referee 1

Referee 2

Name:

Name:

Address:

Address:

Postcode

Postcode:

Telephone:

Telephone:

Email:

Email:

Relationship:

Relationship:

One of these referees should be your current/last employer.

Declaration

I agree that any offer of employment with Bolton Hindu Forum is subject to satisfactory references, an enhanced DBS check and medical assessment if required.

I agree that Bolton Hindu Forum may hold and use the information in this application, including any information which falls within the definition of 'sensitive personal data' under the terms of the Data Protection Act 1998, for the purposes of processing this application and for personnel reasons if an offer of employment is made. If on this occasion no offer is made I agree that Bolton Hindu Forum may keep a record of my application for 12 months.

I confirm that the information on this form and any attachments is correct and complete. I understand that any information later discovered to be incorrect may result in the termination of any agreements made.

Signature **Date**