

Confidential

**PLEASE e-mail to:** [**oww@oneworldweek.org**](mailto:oww@oneworldweek.org)

(add your initials to the filename first)

**Closing date for receipt of applications: 10th August 2015**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Please indicate dates between 16 August and 3 September, including weekends, when you are NOT available for interview** | | | | |  | | |
| **If appointed to this post when could you start?** | | | | |  | | |
|  | | | | | | | |
| **APPLICATION FOR EMPLOYMENT** | | | | | | | |
|  | | |  | | | | |
| Position applied for: | | | | | How did you learn about this vacancy (specify personal approach, publication or email)? | | |
|  | | |  | | | | |
| **1. PERSONAL DETAILS** | | |  | | | | |
| Surname:  Title: | | | | | | First names: | |
| Address where you can be contacted: | | | | | | Tel. No: daytime | Tel No: evening |
| Mobile:  E-mail: | | | | | | Are you required to have a work permit? Yes/No  If yes, do you have a work permit? Yes/No | |
|  | | | |  | | | |
| **2. EDUCATION** | | | | | | | |
| Dates | | Name and address of secondary school/college/university: | | | Main examinations passed: degree / diploma / professional qualifications with dates taken / to be taken, results | | |
| from | to |  | | |  | | |
|  |  |  | | |  | | |

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| --- | --- |
| **3. PRESENT OR LAST EMPLOYMENT** |  |
| Post | Grade/salary |
| Name and address of employer | Date of starting  Date of leaving  (if applicable)  Reason for seeking new post  Notice required if this part-time role cannot be accommodated alongside a current post |
| Outline of main duties and responsibilities | |

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| --- | --- | --- | --- | --- |
| **4. EMPLOYMENT HISTORY during past 10 years** (Specify which is voluntary/community work.) Also include any work experience abroad at any time. | | | | |
| Dates | | Name and address of employer | Job title with main responsibilities | Final salary and reason for leaving |
| from | to | (*show most recent first)* |  |  |
|  |  |  |  | /cont |

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| **5. ACTIVITIES, INTERESTS AND HOBBIES** (eg training/voluntary/community work) |
|  |

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| **6. WHAT DO YOU FEEL MAKES YOU PARTICULARLY SUITABLE FOR THIS POST?**  (Please use this space to show how you meet each of the criteria in the person specification. Give clear examples from your own experience where applicable. ) |
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| --- | --- | --- |
| **SECTION 7.**  Have you been absent from work through ill health or injury for more than 5 days in any of the last 3 years? | YES | NO |
| Have you ever been dismissed from employment for a reason other than redundancy? |  |  |
| Have you ever been suspended or subject to disciplinary action in any post you have held? |  |  |
| If you are invited to attend an interview, do you require any special facilities? |  |  |
| If you have answered YES to any of the above, please specify details in the area below. | | |
| Do you have any unspent or pending criminal convictions?  If you have answered Yes, please provide your name and full details in a separate sealed envelope and send to: **Chair of One World Week, c/o 15 Bryngwyn Road, Newport NP20 4JS** and marked “confidential”. | YES | NO |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **8. REFERENCES**: (please give details of two referees, one of whom should be a previous employer) | | | | | |
| Name: | | | Name: | | |
| Position & Organisation: | | | Position & Organisation: | | |
| Address: | | | Address: | | |
| Daytime tel no: | | | Daytime tel no: | | |
| E-mail: | | | E-mail: | | |
| Relationship: Current or previous employer | | | Relationship: | | |
| When may we take up this reference? | | | When may we take up this reference? | | |
| now | after shortlisting | after offer | now | after shortlisting | after offer |

|  |  |
| --- | --- |
| I certify that the information on this form is to the best of my knowledge correct. I understand that including false information on this form could render me liable to summary dismissal and that any engagement entered into may be subject to passing a medical examination, references proving satisfactory, and is also subject to a probationary period. I also agree that my records may be held on a computerised database that is subject to the Data Protection Act 1998. | |
| Signature\*: | Date: |
| \* By returning this form **by e-mail** you should note that the e-mailing of this application constitutes your personal certification that all details are correct. **Please add your initials to the filename before e-mailing.** | |

* Email applications will be acknowledged by reply within 24 hours.
* Applicants who are shortlisted will be contacted within 7 days of the closing date. Those not short listed for interview will not be contacted.

One World Week Charity no: 1107762 Registered company in England and Wales no: 4665250

**EQUAL OPPORTUNITIES MONITORING**

One World Week is committed to promoting equality of opportunity in its employment policy, practices and procedures. To make this meaningful we need to monitor the effectiveness of our policy.

Could you therefore, please provide us with the following information?

**This information will be treated in the strictest confidence and separately from the interview; it will not inform the selection process.**

To achieve this, please send this page of the form as a separate file (named “**Monitoring”, followed by your initials**) in a separate email, with the subject line “**OWW Confidential**”.

Please state which vacancy you have applied for:

…………………………………………………………………………… Date:………………..

* I would describe my race or cultural origin as (please tick/cross one box only):

Bangladeshi  Mixed – White Black African

Indian  Mixed – White Black Caribbean

Pakistani  Mixed – Other Mixed background

Other Asian  White - British

African  White - Irish

Caribbean  White – Other White background

Other Black  Any other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chinese  Not known/not provided

Mixed – White & Asian

* Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If not UK / EU do you have UK residency? Yes  No

* My sex is (please tick/cross the appropriate box): Male  Female
* My age is (please tick/cross the appropriate box):

up to 25  26-35  36-45  46+

* Do you consider yourself to have a disability? Yes  No

***Definition of Disability:*** *Section 1 of the Disability Discrimination Act defines a person as having a disability if he/she “has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities”.*

If yes, would you like to tell us more?