

# **Application for Employment**

YOUR DETAILS – Please write or type in black ink	
Title	
Forename's	Surname
National Insurance Number:	
Home Address	
	Postcode
Telephone number where you can be contacted:	
Daytime	Evening
E-mail address:	
PRESENT/MOST RECENT EMPLOYMENT DET	ΓAILS
Name of Employer	
Address	
Data ampley mant hagen	
Date employment began	
Job Title	Salary/Wage
Period of notice you must give	

GIVE BRIEF DETAILS OF DUTIES AND RESPONSIBILITIES OF YOUR PRESENT OR MOST RECENT POST	
Your reason for leaving?	

From	То	Job Title	Employer	Reason for
Month/Year	Month/Year			Leaving

EDUCATION			
Examinations/Qualifications Include those to be taken and non-examined courses, e.g. NVQ's	Awarding Body/ Institute	Date of Qualification	Grades

RELEVANT TRAINING (including In-Service Training)			
Course Title and Brief Description	Dates		

EXPERIENCE & ACTIVITIES WHICH REFLECT PERSONAL QUALITIES		

INTERVIEW ARRANGEMENTS	
If called for Interview, do you have any particular ne	eeds (such as a BSL Signer?)
<b>DRIVING</b> (Only complete this section if driving is re	referred to in the Person Specification.)
	ype/Classification
, c	f YES, give details
	i i Lo, givo detallo
Do you have regular use of a car or motorcycle?	

**CURRENT MEMBERSHIP OF PROFESSIONAL BODIES** 

(Please state grade of membership and date attained.)

employment with HDYCA. If you are curre you are unable to provide references for a	ently in comp during	od of three years preceding commencement employment, please give present employe lete 2 year period please give the employer that time. Students should give senior tutor most recent employer.	r. If
Name: Address:		Name: Address:	
Referee's relationship to you:		Referee's relationship to you:	
Telephone No:		Telephone No:	
Fax No		Fax No	
E-mail address:		E-mail address:	
If you do not wish referees to be contacted box	d befor	re giving your permission, please enter 'X' ir	1
DECLARATION			
Please state if to your knowledge you are trustee of the HDYCA. Canvassing or failt the appointment and if appointed, shall rer	ure to	make proper disclosure shall disqualify you	for
State: If YES, give nam	e and	relationship	

#### REHABILITATION OF OFFENDERS ACT 1974

There are certain posts that involve working with children, other vulnerable groups or in positions of trust that are exempt from the provisions of the Rehabilitation of Offenders Act 1974. If the post you are applying for falls within the above category, this will be indicated on the supporting information you have received with this form. You must therefore disclose details of cautions, reprimands, final warnings and convictions, including 'spent convictions'. Any failure to disclose such information could result in dismissal or disciplinary action by the organisation. Any information given will be treated as confidential and will be considered only in relation to posts to which the order applies.

#### **DECLARATION**

Have you at any time received, or do you have pending, a caution, reprimand, final warning or conviction?

If yes, please give details:

I certify that the stated information on this application form and in all other supporting papers are true and correct. I also give my consent to the processing of data contained or referred to on this form in accordance with the Data Protection Act, 1998.

#### **Signature**

#### Date

### Please Return this form by post to:

Halesowen / Dudley Yemeni Community Association Halesowen Cultural Centre Highfield Lane Halesowen West Midlands B63 4SG United Kingdom

Or email info@yca-halesowen.org.uk

# EQUALITY MONITORING FORM



The information you give on this form will only be used, in confidence, to enable HDYCA to monitor that its workforce better reflects the community it serves.

The overall aim of Equality and Diversity Policy is to ensure that no job applicants, employees, residents or service users receive less favourable treatment on any grounds which cannot be shown to be justified. These include race, colour, nationality, ethnic or national origin, religious beliefs, gender, marital status, responsibility for children or other dependants, disability, sexual orientation, trans sexuality, age, trade union or political activities, social class, where the person lives or spent convictions.

All stages of recruitment are monitored to check that unfair discrimination is not taking place. It is very important that you complete this form in full to help us check that our recruitment and selection processes are fair.

## 1. I would describe my race or ethnic group as:

<b>ASIAN OR ASIAN BRITISH</b>		
Bangladeshi	Indian	Pakistani
Any Other Asian		
Background		
BLACK OR BLACK BRITISH	<u> </u>	
African	Caribbean	Any Other Black Background
CHINESE OR OTHER		
Chinese	Other	
MIXED		
Asian & White	Black African & White	Black Caribbean & White
Any Other Mixed		
Background		
<u>WHITE</u>		
British	Irish	Any Other White
		Background
Do Not Wish to Disclose		Yemeni
1 1		

2.	I would describe my religion or belief as:				
	Buddhist		No Re	ligion	
	Christian		Sikh		
	Hindu		Other		
	Jewish		Do No	t Wish to Disclose	
	Muslim		_		
3.	My gender is:				
J.	Female	☐ Ma	ale		
	r omaio				
4.	Date of Birth and A	Age:			
	Date of Birth				
	Age [				
5.	Married Status				
	Divorced/Dissolved			Single	
	Married/Civil Partnei	rship		Widowed/Civil Widowed	
				Do Not Wish to Disclose	

6.	Disability: I consider myself to be (see note below):				
	Disabled	Not disabled D	o Not Wish to Disclose		
7.	How I found out abo	out this vacancy:			
	News Letter	Internet	Evening paper		
	Local weekly paper  Other, e.g. frience	Black or Asian paper	Job Centre/ Jobpoints/ Worktrain		

The Disability Discrimination Act, 1995 defines a "disabled person" as having "a physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out normal day to day activities". It is very important that you declare your disability if you wish to have the protection of the law.

Note: