

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 DETAILS Name of Employer Address

Date employment began

Ended

Job Title

Salary/Wage

Period of notice you must give

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		

GIVE BRIEF DETAILS OF DUTIES AND RESPONSIBILITIES OF YOUR PRESENT OR MOST RECENT POST

Your reason for leaving?

PREVIOUS EMPLOYMENT (most recent first)				
From	То	Job Title	Employer	Reason for
Month/Year	Month/Year			Leaving

EXPERIENCE & ACTIVITIES WHICH REFLECT PERSONAL QUALITIES

(Please state grade of membership and date attained.)

INTERVIEW ARRANGEMENTS

If called for Interview, do you have any particular needs (such as a BSL Signer?)

DRIVING (Only complete this section if driving is referred to in the Person Specification.)

Have you a current driving licence?

Type/Classification

Do you have any current endorsements?

If YES, give details

Do you have regular use of a car or motorcycle?

REFERENCES

References must be provided for the whole period of three years preceding commencement of employment with HDYCA. If you are currently in employment, please give present employer. If you are unable to provide references for a complete 2 year period please give the employer who employed you for the longest period during that time. Students should give senior tutor or studies supervisor. If unemployed, please give most recent employer.

Name: Address:	Name: Address:		
Referee's relationship to you: Telephone No: Fax No e-mail address: If you do not wish referees to be contacted befor box. DECLARATION	Referee's relationship to you: Telephone No: Fax No e-mail address: re giving your permission, please enter 'X' in		
Please state if to your knowledge you are related to any employee, committee member or trustee of the HDYCA. Canvassing or failure to make proper disclosure shall disqualify you for the appointment and if appointed, shall render you liable to dismissal without notice.State:If YES, give name 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:

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

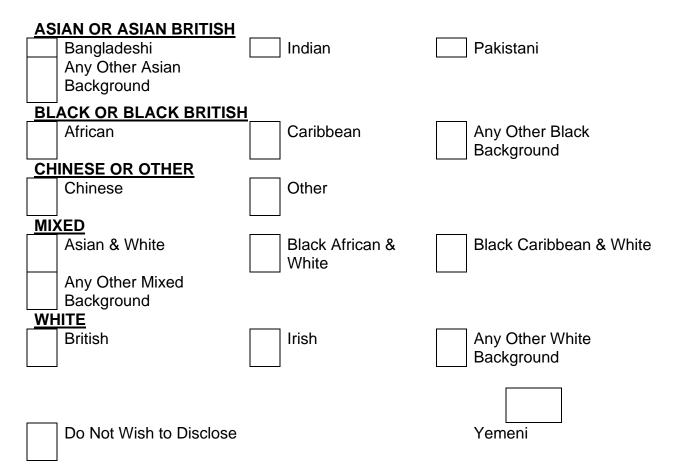


The information you give on this form will only be used, in confidence, to enable HDYCA to monitor that its workforce better reflects the community it serves.

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, transsexuality, 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:



2. I would describe my religion or belief as:

	Buddhist			No Rel	igion
	Christian			Sikh	
	Hindu			Other	
	Jewish Do Not Wish to Dis		Wish to Disclose		
	Muslim				
<u> </u>	My gooday io.				
3.	My gender is:				
	Female		Mal	e	
4.	Date of Birth and	Age:			
	Date of Birth				
	Age				
5.	Married Status				
	Divorced/Dissolved		[Single
	Married/Civil Partne	ership			Widowed/Civil Widowed
]		l		
					Do Not Wish to Disclose
			L		1

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

Note:

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.