



GREENWICHWOMEN'S AID
PO Box 799 London SE7 8JD

Please complete in BLANK INK or TYPE. No CVs will be considered

Job applied for: Hostel Manager	Closing Date: 4th October 2010 @ 11:00am
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PERSONAL DETAILS	
First names	Surname
Address	Telephone Work: Home:

EDUCATION		
Schools/Colleges etc.	Dates	Qualifications (Subject, grades & dates)

Please give details of any course presently being undertaken

OTHER TRAINING

Please give details of any other relevant training or courses attended with dates

Continue on a separate sheet if necessary

EMPLOYMENT HISTORY (including unpaid work)

Employer's name and address (Current or most recent job first)	Job title	Salary	Dates	
			From	To

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EXPERIENCE

Please summarise the main duties and responsibilities in your current or most recent job as it relates to the person specification

Please explain why you might be suitable for the job. Outline experience from other jobs, main achievements etc.

Continue on a separate sheet if necessary. No more than 2 pages will be considered

OTHER INTERESTS

Please give brief details of other interests and activities relevant to the person specification

REFERENCES	
<p>Please give two references, one of whom should be your present or most recent employer. Please do not give friends or relatives.</p>	
<p>Name</p> <p>Job title</p> <p>Address</p> <p>Relationship</p> <p>Telephone number</p>	<p>Name</p> <p>Job title</p> <p>Address</p> <p>Relationship</p> <p>Telephone number</p>
<p>May we contact them at this stage?</p>	

OTHER QUESTIONS	
<p>Period of notice required by Present employer</p>	
<p>Do you have a current driving licence?</p> <p>Do you have use of a car during working hours?</p>	
<p>Do you need a permit to work in the UK?</p> <p>If so, please give details</p>	
<p>Please give details of sickness and/or absences over the last year</p>	

Rehabilitation of Offenders Act 1974

Posts involving work which brings you in regular contact with children, vulnerable adults, people with disabilities and learning difficulties are exempt from the provisions of the Rehabilitation of Offenders Act 1974. If you are applying for work in this area you are required to inform us whether or not you have any criminal record, convictions, cautions, reprimands, final warnings, bindovers, pending summons or prosecutions whether or not they are regarded as spent. Those appointed to work with children or vulnerable adults will also be subject to a clearance report from the Criminal Records Bureau. Having a criminal record will not necessarily prevent your employment.

Have you ever been disqualified from working with children or vulnerable adults?

Yes **No**

If Yes, please give details on a clearly marked separate page.

I am applying for a post which involves working with one of the groups detailed above and I have a conviction or caution for which I attach details on a clearly marked separate page.

Yes **No**

If you are applying for other employment, for example, not working with vulnerable groups as above, do you have any convictions or cautions that are NOT SPENT, or criminal prosecution(s)

Yes **No**

If Yes, please give details on a clearly marked separate page.

9. Disability & Reasonable Adjustments

GWA is committed to ensuring equality of opportunity to all applicants and employees and in the provision of services. To monitor how well we are doing you are asked to provide the following information:-

Disability

The Disability Discrimination Act 1995 defines a person as having a disability if she/he “has long term physical or mental impairment which has a substantial and long term adverse affect on his/her ability to carry out normal day to day activities.” We are actively seeking to employ people with disabilities. We can arrange nearby parking, someone to meet you at the entrance to the building, a sign language interpreter at interview and preferred type of seating.

Do you consider yourself Yes No

If you have a disability, Yes No
are there adjustments

Please give details of adjustments required

Data Protection Act 1998

The information given on this form will form part of the contract of employment for successful candidates. Under the terms of the Data Protection Act 1998 the information you give us will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given on this application form. The information will be stored manually and electronically and disposed of after 12 months if your application is unsuccessful.

- Any canvassing, direct or indirect, for appointments or contracts with the organisation is strictly prohibited and will disqualify candidates.
- We regret that we do not normally acknowledge receipt of applications. Short-listed candidates are normally called for interview within 3/4 weeks. If you do not hear by then, please assume that you have been unsuccessful.
- Declaration
- I declare that the information given on this form is correct to the best of my knowledge and belief and I understand that any false statements on this form is an offence and could result in my application being taken no further, or offer of employment withdrawn, or disciplinary action leading to dismissal will be taken (if employment has commenced). I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management

Signed:

Date:

If applying online or via email you will be asked to sign and date your application at interview

Where did you see this vacancy advertised