**Kurdish & Middle Eastern Women’s Organisation Ltd**

**APPLICATION FOR EMPLOYMENT**

Please Complete Application Form in Black Ink or Type

|  |
| --- |
| Post applied for: |
| Closing date: |

|  |
| --- |
| **PERSONAL DETAILS** |
| Surname: Name: Initials: |
| Home Address:  Postcode: |
| Home Tel: Mobile Tel: |
| Work Tel: Can we contact you on this number? |
| Email address: Skype number (if available): |
| National Insurance Number: |
| Please tell us how you heard about this vacancy: |

|  |  |  |
| --- | --- | --- |
| **EDUCATION** | | |
| Qualification Obtained | Subject | Grade Awarded |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **TRAINING & Personal Skills**  Please detail apprenticeships, job related courses, etc. that you consider appropriate for this post | |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **MEMBERSHIP OF PROFESSIONAL BODIES**  Are you a member of a professional body, or currently working towards achieving membership? Please give details! | |
| Name of Organisation | Grade of Membership |
|  |  |

|  |  |  |
| --- | --- | --- |
| **PRESENT, OR MOST RECENT, EMPLOYMENT**  Please do not leave any unexplained gap | | |
| Employer’s name and address: | | |
| Job title: | | |
| From: | To: | Notice required: |
| Job purpose/duties: | | |
| Reason for leaving/wanting to leave: | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT**  Please start with the most recent and include any temporary, unpaid and voluntary work experience | | | | |
| From | To | Name and Address of Employer | Position held/duties | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **KNOWLEDGE , SKILLS AND EXPERIENCE**  Use this space to tell us why you are suitable for the post. You may use the information provided about the post as a guide to what you will be telling us. The information you provide can be from previous work experience, hobbies or other aspect of your life which you believe is relevant but must include your ability to carry out the specified duties. |
|  |

|  |
| --- |
| **REHABILITATION OF OFFENDERS ACT 1974** |
| Have you been convicted of any criminal offence which cannot be regarded as “spent” in terms of the Rehabilitation of Offenders Act 1974?  If yes, please provide details:  (Please note that KMEWO may require the successful candidate to submit herself for a CRB check and to undertake relevant Safeguarding Adult and Children Board and Safer Islington Partnership Training in Islington) |

|  |
| --- |
| **REFEREES**  Please provide details of two referees, one of whom should be your current or most recent employer. References from colleagues, friends, relatives, etc. are not acceptable.  Please also be aware that, by signing this application form, you are giving your consent to KMEWO to ask you’re your referees for details of your sickness and absence from work. |
| Referee 1 |
| Name: Job Title: |
| Company address:  Postcode:  Tel No. E/Mail. |
| Referee 2 |
| Name: Job Title: |
| Company address:  Postcode:  Tel No. E/Mail. |
| May we contact them prior to the interview?  **DECLARATION**  I declare to the best of my knowledge that the information given on this form is true and correct and understand that any false statements may disqualify me from being considered for appointment or render me liable for dismissal subsequent to any appointment.  By submitting this application to KMEWO, I confirm my acceptance of the above!  Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please print your name here:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please note that any information supplied to KMEWO may be held on computer or in manual records. KMEWO complies with and supports the Principles of the Data Protection Act 1998 |

**Completed applications should be emailed to sawsan@kmewo.com**

**OR**

**Posted marked ‘Private and Confidential’ to:**

**Sawsan Salim**

**KMEWO**

**Caxton House, 129 St. John’s Way**

**London N19 3RQ**

***BY THE CLOSING DATE SPECIFIED IN The JOB ADVERT***

**Please note this section will be removed from the short-listing process.**

**EQUALITY MONITORING FORM**

KMEWO is committed to promoting equality and eliminating discrimination within its practices. The information given below will be stored anonymously and confidentially in accordance with the Data Protection Act 1998, and will be used for statistical and monitoring purposes only. This form will be separated from your application form on receipt and will not be considered when we shortlist applicants or choose who we appoint to the job.

|  |  |
| --- | --- |
| **Position applying for:** |  |
| **Where did you hear about this position?** |  |

|  |
| --- |
| **Gender: what gender are you?** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Female |  | Male |
|  | Transgender |  | Declined to answer |

|  |
| --- |
| **Age: which age group do you fit?** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Under 18 |  | 45 – 54 years |
|  | 18 – 24 years |  | 55 – 64 years |
|  | 25 – 34 years |  | 65+ years |
|  | 35 – 44 years |  | Declined to answer |

|  |
| --- |
| **Sexuality: how would you describe your sexuality?** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Lesbian |  | Gay man |
|  | Bisexual |  | Don’t know |
|  | Heterosexual |  | Declined to answer |

|  |
| --- |
| **Disability: do you consider yourself disabled?** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

**If yes – in what way?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Physical |  | Mental ill-health |
|  | Learning difficulties |  | Don’t know |
|  | Other |  | Declined to answer |
|  | Please state more details… |  |  |

|  |
| --- |
| ***Ethnicity: how would you describe yourself?*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **A** | **White** |  |  |
|  | White British |  | White Irish |
|  | White other |  | Gypsy / Traveller |

|  |  |  |  |
| --- | --- | --- | --- |
| **B** | **Asian or Asian British** |  |  |
|  | Asian British |  | Pakistani |
|  | Indian |  | Bangladeshi |
|  | Other Asian background |  |  |
|  |  |  |  |
| **C** | **Black or Black British** |  |  |
|  | Black British |  | African |
|  | Caribbean |  | Other Black background |

|  |  |  |  |
| --- | --- | --- | --- |
| **D** | **Mixed** |  |  |
|  | White and black Caribbean |  | White and Asian |
|  | White and black African |  | Other mixed background |

|  |  |  |  |
| --- | --- | --- | --- |
| **E** | **Other** |  |  |
|  | Arab |  |  |
|  | Chinese |  |  |
|  | Other ethnic group - please state: |  |  |
|  | Don’t know |  |  |
|  | Declined to answer |  |  |

|  |
| --- |
| **Religion or belief: how would you describe your religion or belief?** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | No religion |  | Atheist |
|  | Buddhist |  | Jewish |
|  | Christian (all denominations) |  | Other |
|  | Hindu |  | Declined to answer |
|  | Sikh |  | Don’t know |
|  | Muslim |  |  |