



Application Form

The information on this form will be treated as confidential – please complete in full

Application for the position of	
Title	Forenames/given names
Surname	
Address	Telephone (Home)
Postcode	
E-Mail:	Telephone (Mobile)

Employment History – most recent first

Please include any volunteer positions which you have held (mark with star)

From	To	Name and Address of Employer	Position Held & Main Duties	Salary	Reason for Leaving

Continue on a separate sheet if required.

Education – Including NVQs and relevant training courses

From	To	Institution	Qualifications	Subjects

Please bring evidence of qualifications/examinations gained with you to any interview

Referees - Please give the name and occupation of two persons to whom we might apply for reference. These should not be members of your family and one should be your existing / most recent employer, if applicable.

1. Name	2. Name
Address	Address
Telephone	Telephone
Occupation	Occupation
In what capacity does this person know you?	In what capacity does this person know you?
May we contact your referees at this stage without reference to you?	

How did you hear of this appointment?

Please demonstrate how you would meet the person specification for this post. Continue on a separate sheet if necessary.

Personal Declaration:

I declare that the information on this form is true and complete.

I understand that any willful misstatement or omission renders my contract null and void if employed.

I also understand that appointment is subject to receipt of satisfactory references and, if required, medical examination.

Signed:	Date:
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Please detach the monitoring sheet before giving this application form to the appointments panel.

Position:

Equal Opportunities Monitoring Form

The information on this form will be treated as confidential. Please complete and return with the application form. The questionnaire will be detached from your application form and stored separately, and will not be seen by the panel involved in the appointment.

In accordance with its wish to pursue equal opportunities in employment, Central England Area Quaker Meeting will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origins, gender, sexuality, religion or belief*, marital status, age or disability. In order to help us monitor job applications we would be grateful if you would complete the questions on this form.

* As a religious organisation, religious affiliation may sometimes legitimately be a requirement for a post. Please refer to the Person Specification.

Gender:	Male / Female / other (please insert) / prefer not to say
Do you have any disabilities:	Yes / No
If yes, please give details of any arrangements you may require if called for interview.	

Ethnic Origin

How would you describe your ethnic origin? Please put a cross in one of the boxes. Ethnic origin refers to members of an ethnic group who share the same cultural background and identity.

<input type="checkbox"/>	Asian or Asian British	<input type="checkbox"/>	White - British
<input type="checkbox"/>	Black or Black British	<input type="checkbox"/>	White - Other
<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Not known or prefer not to say
<input type="checkbox"/>	Mixed heritage	<input type="checkbox"/>	Any other group (specify
<input type="checkbox"/>		<input type="checkbox"/>	

Religion

Religion I have no religious beliefs Prefer not to say

I would describe my religious background as:

Sexual Orientation

Bisexual Gay/Lesbian Heterosexual Other Prefer not to say

Information included on this form is covered under the General Data Protection Regulations. This information will be kept on your personal computerised or paper record. You have the right to see the information held on you.

By signing the application form you have given Central England Quakers express permission to process this data.