## **Employment Application Form**

*Please complete this form electronically - or in your own handwriting - in black or blue ink only and make sure you sign the declaration at the bottom where you will also find the recruitment timetable*

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| **Job applying for** |  | |
|  | | |
| **First name** |  | |
| **Surname** |  | |
| **Address** |  | |
| **Telephone numbers** | **Mobile** | **Home** |
|  |  |
| **Email address** |  | |

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| **Education** |
|  |
| **Professional or other relevant qualifications** |
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| **Employment history**  **Please list your employment history starting with your current or most recent position and working backwards**  ***No approach will be made to your present or a previous employer without your permission before an offer of employment is made to you*** | |
| **Present or last employer** | |
|  | |
| **Job title** | |
|  | |
| **Dates of employment** | |
| **From:** | **To:** |
| **Name and address of company/organisation** | |
|  | |

|  |  |
| --- | --- |
| **Main duties and responsibilities** | |
|  | |
| **Reason for leaving** | |
|  | |
| **Employment history** (continued) | |
| **Previous employer** | |
|  | |
| **Job title** | |
|  | |
| **Dates of employment** | |
| **From:** | **To:** |
| **Name and address of company/organisation** | |
|  | |
| **Main duties and responsibilities** | |
|  | |
| **Reason for leaving** | |
|  | |
| **Employment history** (continued) | |
| **Previous employer** | |
|  | |
| **Job title** | |
|  | |
| **Dates of employment** | |
| **From:** | **To:** |
| **Name and address of company/organisation** | |
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| **Main duties and responsibilities** |
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| **Reason for leaving** |
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*You may attached additional work history in a separate document.*

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| **Details of relevant charity or other voluntary roles/work you have undertaken** | |
| **Name(s) of organisation(s)** | |
|  | |
| **Role/work/project** | |
|  | |
| **Relevant dates** | |
| From: | To: |
| **Name and address of company/organisation** | |
|  | |
| **Main duties and responsibilities** | |
|  | |
| **Skills/learning/experience acquired** | |
|  | |
| **Are you still connected with this or any other voluntary organisations? If so, in what capacity?** | |
|  | |
| **Information in support of your application** | |
| **What skills and experience do you have that are relevant to the job for which you are applying?** | |
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| **Please tell us why you are applying and why you think you are the best person for this job.** | |
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| **Please demonstrate how you meet the person specification for this job** | |
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| **Declaration:** | |
| **I confirm that, to the best of my knowledge, the above information is correct. I understand and accept that providing deliberately false information could result in my dismissal.** | |
| **Signature** |  |
| **Date** |  |

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| --- |
| **Please return this form by post to the Office Manager marked PRIVATE & CONFIDENTIAL for the attention of Valerie Garnelas, Oaks Lane Reform Synagogue, Oaks Lane, Newbury Park, IG2 7PL or via email to** [**recruitment@swesrs.org.uk**](mailto:recruitment@swesrs.org.uk) |
|  |
| **Deadline for applications is 5.30pm on Friday, 20 October 2024** |
| **Interviews are scheduled to be held during the week of 28 October 2024** |