|  |
| --- |
|  |
| Employment Application Form |

|  |  |  |
| --- | --- | --- |
| Please complete this form using a computer. | | |
| Job position: | | Closing Date: |
| **IMPORTANT NOTICE** | | |
| This role is based in the UK and open to individuals with unrestricted right to live and work in the UK. At this stage we are unable to offer sponsorship opportunities. Therefore, you must currently hold the right to work in the UK. | | |
| **I have an unrestricted right to work in the UK** | Yes No | |
| Incomplete applications will be rejected.  We do not accept CV applications, applications saved as pdf’s, photocopies or as pictures.  If you are unable to upload this application form on the website please submit it to [recruitment@muslimaid.org](mailto:recruitment@muslimaid.org) | | |

|  |  |  |
| --- | --- | --- |
| **PERSONAL DETAILS** | | |
| Title: | Full Name: | |
| Previously known as (if applicable): | | |
| Full Post Address: | | |
| Email: | | |
| Telephone Number: | | Mobile Number: |

|  |  |  |
| --- | --- | --- |
| **GENERAL QUESTIONS** | | |
|  | Yes | No |
| I have a personal relationship with or know a past/present member of staff or trustee at Muslim Aid. |  |  |
| If Yes, please state their name: | | |
| I first heard about or saw this vacancy on: | | |

|  |  |  |
| --- | --- | --- |
| **PREVIOUS MUSLIM AID EXPERIENCE** | | |
|  | Yes | No |
| I am currently working for Muslim Aid. |  |  |
| Please provide the name of your Manager: | | |
| I have previously worked for Muslim Aid. |  |  |
| Please specify which position(s) you performed: | | |
| I have previously applied for a role with Muslim Aid. |  |  |
| Please specify which role(s) you have applied for: | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATION AND QUALIFICATIONS** | | | |
| Qualifications obtained from schools, colleges, universities and institutions.  Please list the most recent qualification first: | | | |
| From  (MM/YY) | To  (MM/YY) | Place of study and course title | Qualifications and grades obtained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PROFESSIONAL QUALIFICATIONS** | | | |
| Establishment | Membership | Level | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **PRESENT OR MOST RECENT EMPLOYMENT** | |
| Job Title: | Grade/Scale (if applicable): |
| Name of Employer: | Date of Appointment: |
| Full Address of Employer: | Leave Date: |
| Period of Notice: |
| Salary/Wage: |
| Contact person: | Contact person’s job title: |
| Contact person’s telephone number: | Contact person’s email address: |
| Reason for Leaving: | |
| Brief Description of Duties: | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **List your previous employment (paid or unpaid) in date order starting with the most recent first. Please include any relevant unpaid voluntary work.** | | | | |
| From  (MM/YY) | To  (MM/YY) | Employer, address and contact person’s name, title, telephone number & email address | Job Title and brief description of duties | Reason for Leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **PERIODS OF UNEMPLOYMENT** |
| Please give information regarding periods of unemployment (e.g. travel, job seeking, etc)  (Please do not include any absences in relation to sickness) |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LANGUAGES** | | | | |
| Please list your knowledge of languages, indicating the level of fluency against each of the following: | | | | |
| **Fluent = F** | | **Intermediate = I** | **Basic = B** | |
| Language | Read | Write | Speak | Understand |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **AVAILABILITY FOR INTERVIEW & APPOINTMENT** |
| Please give any dates when you are **NOT** available for an interview. (We cannot undertake to avoid these dates, but we will try to do so): |
| My current notice period is: |

|  |
| --- |
| **PERSONAL STATEMENT – SKILLS, ABILITIES, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE** |
| Please use this section to provide clear evidence of how you meet all the essential and any desirable requirements outlined in the Person Specification of the job. Please include any additional skills, abilities and experience that you feel may be relevant to the job you are applying for (1 page maximum). |
|  |

|  |  |
| --- | --- |
| **REFEREES** | |
| Internal applicants do not need to provide references.  External applicants will need to provide contact details for two referees. One referee must be your present or most recent employer. We reserve the right to take up references from any other previous employers.  If you have not previously worked or have been away from work for some time please give a teacher, lecturer or other person who will be able to supply a reference for you. | |
| Name of Referee One: | Position: |
| Address: | Telephone: |
| Email: |
|  |
|  |  |
| Name of Referee Two: | Position: |
| Address: | Telephone: |
| Email: |
|  |
| We will contact your referees prior to the interview if you are shortlisted. Please check the box if you do not wish us to contact your referees at this stage. | |
| Reference 1: | Reference 2: |

|  |  |
| --- | --- |
| **DECLARATION** | |
| Providing any misleading or false information will disqualify you from appointment or if appointed will render you liable to dismissal without notice.  Please check the box to agree with the following statement  I hereby declare that the information given in this form is accurate and complete and I have understood and complied with the requirements laid down in the previous paragraph. I agree that the information given on this form may be used for registered purposes under the Data Protection Act of 2018. I consent to the storage of the above information on manual and computerised files.  Please tick this box if you want to be contacted in respect of Muslim Aid activities. | |
| Applicant’s Signature: | Date: |

|  |
| --- |
| **BACKGROUND CHECK CONSENT (PLEASE CIRCLE THE RELEVANT INFORMATION IN BOLD BELOW )** |
| Upon completing the application form, **I do or do not** give my consent to Muslim Aid to check my academic and/or professional qualifications and undertake any further or necessary background checks (e.g. right to work, credit, DBS, etc), or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required to obtain information that is relevant to establishing my suitability for the role I have applied for. |