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**Application for Employment**

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| Which post are you applying for? |  |
| How did you learn of this vacancy? |  |

**Personal Details**

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| --- | --- |
| **Title:** | **Forenames:** |
| **Address:** | **Surname:** |
| **Email Address:** | **Home Number:** |

**Current Employment Details**

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| --- | --- |
| **Name of current/most recent Employer:** | **Address:** |
| **Name of Line Manager:** | **Telephone Number:** |
| **Current post:** | **Brief Description of Duties:** |
| **Dates of employment:** | **Reason for leaving:** |
| **Current Pay:** | **Period of notice, if applicable, required by current employer:** |
| **Are you required to have a UK work visa/permit?** | **If yes, do you have a valid work visa/permit?** |

**Employment History**

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| --- | --- | --- |
| **Name and address of employer**  **(Most recent first)** | **Position and Key Responsibilities** | **Dates of employment & Reason for leaving** |
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**Education and Training**

Please list any relevant training or qualifications

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| **Name of Educational Institution** | **Subject or Course** | **Qualifications and grades** | **Dates of training & qualification** |
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**Other Experience**

Please give details of any other experience including voluntary work, public service/duties or membership which supports your application

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**Supporting Statement**

Please describe how you will meet the essential and desirable criteria outlined in the Person Specification. This is an opportunity to draw attention to aspects of your career, training, interests etc., which make you suitable for the post. Please also state why you are interested in applying for this post. You may use additional sheets, if necessary. Your supporting statement should be no more than two A4 pages long and in a size 12 font.

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**Disability**

We are using the word “disability” to include people with obvious disabilities and those with invisible disabilities or persistent health problems. The Disability Discrimination Act 1995 defines a disability as: *“a physical or mental impairment which has substantial and long-term (lasting more than 12 months) adverse effect on your day to day living”.*

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| **Have you a disability that requires the provision of specific facilities at interview or for work?** |  |
| **If so, is there anything we could do to assist you? Please give details:** |  |

**References**

Please give names and address of two professional referees, one of whom should be your current or most recent employer. Professional/work email addresses should be used.

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| --- | --- |
| **Reference 1** | **Reference 2** |
| **Name:** | **Name:** |
| **Position:** | **Position:** |
| **Organisation:** | **Organisation:** |
| **Address:** | **Address:** |
| **Telephone No:** | **Telephone No:** |
| **Email:** | **Email:** |
| **Can this referee be approached prior to interview?** | **Can this referee be approached prior to interview?** |

**Declaration**

In signing this statement, you are giving explicit consent (as defined by the General Data Protection Regulation) to C-Change West London holding and processing information pertinent to your application subject to the constraints of the Regulation.

The information in this form will be used for the sole purpose of recruitment. Should you go on to work for C-Change West London, your details will be stored in line with our Privacy Notice. Should you not go on to employment with C-Change West London, we will delete all records after 6 months.

I certify that, to the best of my knowledge, the information I have provided on this form and any other accompanying documents is true and accurate, and I understand that I understand that any false declarations may lead to the withdrawal of a job offer or termination of employment.

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| **Signature of applicant:** | **Date:** |

Please remember to enclose with this application form the Equal Opportunities Monitoring and the Criminal Convictions Forms.

All staff at C-Change West London require an enhanced Disclosure and Barring Service check and all convictions (spent or otherwise) must be declared.

**Please return to our CEO at C-Change West London, Cranford Community College, High Street, Hounslow, TW5 9PD or by email at** [**taz@ccwl.org.uk**](mailto:taz@ccwl.org.uk) **by the closing date on the advert. Thank you.**