Bromley by Bow Centre

Job Application Form

|  |  |
| --- | --- |
| Job you are applying for |  |
| Department or team (if known) |  |
|  |
| First name(s) |  |
| Last / family name |  |
| Title |  |
| Address |  |
| Postcode |  |
| Telephone number |  |
| Email address we can use |  |
|  |
| Please tell us what attracts you to this job and how it matches your skills and experience |  |
|  |
| Tell us about your work history (including self-employment and volunteering) |
| Dates (most recent first) | Employer’s name & address | Job role & key responsibilities | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |
| Your formal education and training (please start with your highest academic qualifications first) |
| Dates | School / College / University | Course(s) | Qualification / grade |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |
| Tell us about any other training you have had |
| Date | Details of the training | Qualification (if applicable) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |
| First/native language |  |
| Other languages spoken |  | Level |  |
|  | Level |  |
|  | Level |  |
|  |
| Please name two people who can act as RefereesThey should not be relatives. Employment is subject to satisfactory references. Your current employer will not be approached without your permission. |
| Name |  | Name |  |
| Job title |  | Job title |  |
| Organisation |  | Organisation |  |
| Relationship (to you) |  | Relationship (to you) |  |
| Email address |  | Email address |  |
| Telephone number |  | Telephone number |  |
|  |
| Do you consider yourself to have a disability? (according to the definition in the Equality Act) 2010?) | Yes [ ]  | No [ ]  |
| If you have a disability please tell us about any adjustments we need to make to assist you at interview |  |
| If you require any reasonable adjustments to the recruitment process, including the application process and interview, please provide details on a separate sheet of paper |
|  |
| Are you free to remain and take up employment in the UK? | Yes [ ]  | No [ ]  |
| Please note that you will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents please see [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) |
|  |
| Have you ever been convicted of a criminal offence which is not a spent conviction? (within the terms of the Rehabilitation of Offenders Act 1974)  | Yes [ ]  | No [ ]  |
| If yes, please give full details |  |
| The Bromley by Bow Centre undertakes not to discriminate unfairly against any applicant on the basis of a conviction or other information revealed |
|  |
| How did you hear about this job? |  |
|  |
| I confirm that to the best of my knowledge the above information is correct |
| Signature |  |
| Date |  |
|  |
| Please return this completed form to: |
| HR TeamBromley by Bow CentreSt Leonard’s StreetLondon E3 3BT | Email: hr@bbbc.org.ukTel: 020 8709 9724 |
| The Bromley by Bow Centre is a charity registered in England & Wales (no 1041653) and a Company Limited by Guarantee (no 2942840) |