**West London Zone application instructions**

* Please fill in the spaces below and email your completed application form to: [recruitment@westlondonzone.org](mailto:recruitment@westlondonzone.org)
* Please read our Safer Recruitment Policy prior to filling out the application form
* If you require any of our advertising or application materials in an alternative format, please email [recruitment@westlondonzone.org](mailto:recruitment@westlondonzone.org) or call us on 020 7998 4044

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| **Post applied for** | **Partnerships Officer** |
| **Where did you see this vacancy?** |  |

**Section 1: Personal details**

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| **Surname:** | **Home telephone:** |
| **Forenames:** | **Mobile:** |
| **Preferred title (e.g. Mr, Mrs, Miss, Ms):** | **Home email:** |
| **Home address:** | **Work telephone no:** |
| **Work email:** |
| **Do you require a certificate of sponsorship?**  **Yes**  **No**  **Please give further details of sponsorship requirements if applicable:** | **National Insurance number:** |
| **Previous names (if any):** |
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**Section 2: References**

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| **Reference 1**  ***This should be from your present or most recent employer. If you do not have any prior employment history, this can be a representative from your school or university.*** | **Reference 2**  ***This should be from either;***   * ***Your most recent employment prior to your current employment***   ***Or***   * ***The most recent employment that involved working from children (if applicable and if not covered by Reference 1)*** |
| **Name of referee:** | **Name of referee:** |
| **Position in the organisation:** | **Position in the organisation:** |
| **Relation to you (e.g. line manager, tutor):** | **Relation to you (e.g. line manager, tutor):** |
| **Name and address of organisation:** | **Name and address of organisation:** |
| **Email address (work/official email address only, unless in exceptional circumstances):** | **Email address (work/official email address only, unless in exceptional circumstances):** |
| **Telephone number (work/official telephone number only, unless in exceptional circumstances):** | **Telephone number (work/official telephone number only, unless in exceptional circumstances):** |
| **Can we contact this referee without seeking prior permission from you?**  **Yes**  **No** | **Can we contact this referee without seeking prior permission from you?**  **Yes**  **No** |

**Section 3: Current or most recent employment**

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| **Job Title:** | **Present salary:** | **Period of notice:** |
| **Date joined:** | **Date left (if applicable):** | **Reason for leaving (if applicable):** |
| **Name and address of organisation:** | | |
| **To which position do you/did you report?** | | |
| **Summary of main duties:** | | |

**Section 4: Full employment history**

Please record all previous employment below, starting with most recent employer. Please explain any gaps in employment in the box provided.

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| --- | --- | --- | --- | --- |
| **Date from**  **(month/year)** | **Date to**  **(month/year)** | **Position held** | **Name and address of employer** | **Reason for leaving** |
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| **Please explain any gaps in your Employment history in the box below** |
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**Section 5: Voluntary or community experience (non-employment)**

Please record all voluntary or community work experience, starting with most recent (E.g. Trustee, member of a parent teacher association or mentor).

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| **Date from**  **(month/year)** | **Date to**  **(month/year)** | **Position held** | **Name and address of organisation** | **Reason for leaving** |
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**Section 6: Education and Qualifications**

Please give details of your education and qualifications from Secondary/High School age onwards. Include any qualifications you are currently studying for. Please explain any gaps in education in the box provided.

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| **Date from**  **(month/year)** | **Date to**  **(month/year)** | **School / College/ Establishment** | **Name and grade of qualification obtained** |
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| **Please explain any gaps in your Education history in the box below** |
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**Section 7: Workplace-based training**

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| **Please give details of any relevant training undertaken in your workplace that has not already been included, for example Mental Health First Aid, Equality Training, Child Protection.** |
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**Section 8: Supporting statement**

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| **This section is intended to provide us with information regarding your fit for the role as summarised in the job description and person specification.**  **Please state the reasons why you wish to apply for the position and provide evidence demonstrating how you meet the Person Specification. (500 words max)** |
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**Section 9: Criminal Records Disclosure**

Due to the nature of the roles at WLZ, recruitment and employment practices are exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended). Successful applicants will be required to complete a standard or enhanced DBS certificate, on which all spent and unspent convictions will be shown.

Therefore, all applicants cannot consider any convictions as “spent” for the purposes of this application, except for the few exceptions under DBS filtering rules which can be found here: <https://www.gov.uk/government/collections/dbs-filtering-guidance>

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| **I confirm that I have….** | |
| **No spent convictions, cautions,**  **reprimands, or final warnings** | **One or more spent convictions, cautions, reprimands or final warnings.** |
|  | If you have answered yes to this please follow these instructions:   * On a separate document record brief details of the offence(s) * Record the date and place of judgment and sentence(s) given * Send the document to recruitment@.... as a separate attachment to your application form   This information will be treated in strictest confidence and only those directly involved in the recruitment process will have access to the information provided. |

**Section 10: Storing your data and your rights**

All information that you have supplied on this form will be stored by West London Zone for a period of six months. We store this data to assist us with recruitment at West London Zone, and we will only use this data for recruitment purposes. After six months, this data will be destroyed.

You have the right to withdraw consent for us to store your data at any time. You also have the right to access the data we hold on you, and to request that we rectify or delete any data we hold on you. For more information on how we use your data, your rights and how to exercise these please read our full privacy policy at: <http://westlondonzone.org/privacypolicy/>

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| I understand that my personal data will be used by West London Zone in the ways described. I consent to their using this information in this way.  **Name of applicant:**  **Date:**  **Signature:** |

**Section 11: Applicant’s Declaration**

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| I declare that the information that I have provided is true and accurate and in particular that I have not omitted any material facts which may have a bearing on my application. I understand that any subsequent contract of employment with WLZ will be made on the basis of the information I have provided. I understand that a false declaration that results in my employment with WLZ will render me liable to dismissal without notice.  **Name of applicant:**  **Date:**  **Signature:** |