**IMECE Women’s Centre**

Application Form

**Please complete in black ink or type**

**(as your reply will be photocopied for short-listing)**

**Post applied for:**

|  |  |  |
| --- | --- | --- |
| **1** | **Surname** |  |
| **2** | **Name** |  |
| **3** | **Address** |  |
| **4** | **Home Telephone Number** |  |
| **5** | **Work Telephone Number** |  |

**6 Please give details of your present or last employment with dates and a brief description of your work.**

**7 PREVIOUS EMPLOYMENT (Most recent Job first)**

 ***Please continue on a separate sheet if necessary.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employers name and address**  | **Post held** | **From** | **To** | **Salary** |
|  |  |  |  |  |
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|  |  |  |  |  |

**8 EDUCATION AND TRAINING**

 **(Please include any training or additional courses you’ve taken which is relevant to the post)**

|  |  |  |
| --- | --- | --- |
| **Education institution and Course** | **Grades/qualification (if applicable)**  | **Dates** |
|  |  |  |
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|  |  |  |

**9 SKILLS/EXPERIENCE**

 **Please give details of specific skills/experience and explain why you might be suitable for the job (You are advised to address the points in the person specification).**

 ***Please continue on a separate sheet if necessary.***

**10 LANGUAGE SKILLS**

 **Please list the languages and indicate whether you can write and/or speak.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Level****Fluent/moderate/beginner** | **Write Yes/No** | **Speak Yes/No** |
|  |  |  |  |
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**11 EQUAL OPPORTUNITIES**

 **How do you think you could contribute to Imece’s commitment to Equal Opportunities?**

**12 From the job description, what aspects of the job attract you?**

 **How and in what direction would you wish to develop the work?**

**13 Please give details of anything not covered in this form in support of your application**

I believe I have covered everything.

**14 REFERENCES**

***(Please provide the below details of your references (one of whom should be your previous employer) who can be approached for references if you are short listed.)***

|  |  |  |
| --- | --- | --- |
|  | **Reference 1** | **Reference 2** |
| **Name:** |  |  |
| **Organisation:** |  |  |
| **Position:** |  |  |
| **(Work) Relationship:** |  |  |
| **Address:** |  |  |
| **Telephone:** |  |  |
| **Email:** |  |  |

|  |  |
| --- | --- |
| **15 DO YOU NEED WORK PERMIT?**  |  |
| **16 HAVE YOU EVER BEEN CONVICTED?**  |  |
|  **If yes, Please give details:** |  |
| **17 DO YOU HAVE UPTO DATE ENHANCED CRB**  **CHECK? (If yes please state the expiry date)** |  |
| **18 WHEN WOULD YOU BE ABLE TO START**  **WORK?**  |  |

**SIGNED DATE:**

**Please return your completed application form to: recruitment@imece.org.uk**

**IMECE Women’s Centre**

**2 Newington Green Road**

**London N1 4RX**