

Please return this form to:
 Deputy Office Manager
 The World Federation of Khoja Shia Ithna Asheri Muslim Communities
 Islamic Centre
 Wood Lane
 Stanmore
 Middlesex HA7 4LQ

Facsimile: 020 8954 9034

Job Application

Thank you for your interest in working for The World Federation of Khoja Shia Ithna Asheri Muslim Communities. The information you give will be treated as confidential. CVs alone will not be accepted; they can, however, be included as part of your application.

Please complete the application form fully in black ink or type.

Job applied for: Clerical Officer	
Closing Date: 13 October 2007	How did you find out about this job?
Please give dates when you are unavailable for interview. We cannot undertake to avoid these dates.	

Personal Details:	
Preferred title Mr / Mrs / Miss / Ms /Dr/Other:	Home telephone no:
Surname:	Mobile telephone no:
First name(s):	E-mail address (home):
Preferred name (if different):	Telephone no (work):
Address:	E-mail address (work):
	May we contact you at work? Yes <input type="checkbox"/> No <input type="checkbox"/>
Post code:	National Insurance number:
Are you eligible to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you hold a British passport? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please note that evidence of right to work in this country will be required before commencement of employment if your application is successful.	
Is your country of origin a member of the European Economic Area (EEA)? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Education and Qualifications:

Details of education and qualifications, starting with most recent down to secondary level. If appointed you will be asked to provide verification of essential qualifications.

From	To	Name & address of educational establishment(s)	Course Qualifications and Grades obtained

Continue on a separate sheet if necessary with your name, job title and reference number at the top of sheet.

Training:

Please detail any training you have had (on and off the job) relevant to your application.

Date	Course title & brief description	Duration

Continue on a separate sheet if necessary with your name, job title and reference number at the top of sheet.

Employment History:

Details of all full and part-time work including any voluntary positions over the last ten years. Show most recent employment first and work backwards. Give an explanation for any gaps of 3 months or more.

From Month/Year	To Month/Year	Employer's name and address	Position held, main duties, reason for change, notice period and current salary

Continue on a separate sheet if necessary with your name, job title and reference number at the top of sheet.

Supporting Information:

Please give evidence, against the requirements set out in the person specification, how your experience and achievements in employment or elsewhere suit you to this job and indicate why you are applying. Please limit the number of words you write to a maximum of 150 words per example.

Continue on a separate sheet if necessary with your name, job title and reference number at the top of sheet.

References:

Please give the names of referees from your last two employers, including your current employer. If you have not been employed or not worked for some time, please provide the name of a suitably qualified person who knows you well e.g. from school or university. Referees should not be friends or relatives. Internal candidates should give the name of their line manager.

References will not be sought until you have received and accepted a conditional offer of appointment.

Name:	Name:
Job Title:	Job Title:
Capacity in which known to you:	Capacity in which known to you:
Address:	Address:
Postcode:	Postcode:
Telephone no.	Telephone no.
E-mail address:	E-mail address:

ADDITIONAL INFORMATION**Health:**

Are you receiving medical treatment?: Yes No

If "Yes" give details:

How many occasions have you been absent from work due to ill health in the last two years?

Have you in the past 10 years had a period of illness resulting in a long term (more than 4 weeks) absence from work?: Yes No

If "Yes" give details:

Are you registered disabled or do you otherwise suffer from any disability?

Yes No

Please let us know if you require any reasonable adjustments, due to disability, to enable you to attend an interview, or which you wish us to take into account when considering your application. Reasonable adjustments are things like sign language interpreters, altering the time of the interview or making the interview room accessible for you. If you would like to discuss your disability requirements further, please contact us in confidence.

Yes No

Are you willing to undergo a medical examination:

Yes No

Note: We are an Equal Opportunities Employer and operate a policy to comply with all our obligations under the Disability Discrimination Act 1995.

Do you have any part time or evening jobs which you intend to continue?

Yes No

If "Yes" give details:

This information will be verified at reference stage upon offer of employment.

If necessary, please provide further information:

Criminal Convictions:

Do you have criminal convictions that have occurred during the past 5 years?

Yes No

If "Yes" give details:

(Note: You do not have to disclose any offence which is a spent offence under the Rehabilitation of Offenders Act 1974).

Have you at any time been convicted of a crime that has resulted in a prison sentence?

Yes No

If "Yes" give details:

Disciplinary matters:

Have you previously been / are currently subject to any unexpired disciplinary warning or sanctions? Yes No

Have you ever been dismissed by an employer? Yes No

If "Yes" give details, including the reasons given for your dismissal:

Relatives / Other interests:

(Canvassing of Office Bearers or Executive Councillors of the World Federation or staff in relation to this appointment will disqualify you)

Are you related to an Office Bearer, Executive Councillor or employee of the World Federation

Yes No

If "Yes" please give details:

Do you have any business and/or other interests, which may conflict with the duties of the post? Yes No

If "Yes" please give details:

Availability for Work:

If currently employed, how much notice will you have to give you current employer?

Declaration:

I declare that the information I have given on this form is correct and that any misrepresentation by me may be sufficient grounds for my dismissal if I am employed. I give my permission for my previous employer(s) and any references given to be contacted.

Signed by Applicant:

Date:

Consent under the Data Protection Act 1998 - the information given to The World Federation of KSIMC in this form will be processed only by The World Federation of KSIMC for the purpose of considering your application for employment. If you are successful in your application this form and the information in it will be retained in your HR file for such time as you are an employee of The World Federation of KSIMC and for up to 6 years after the end of your employment. Otherwise this form will only be retained by The World Federation of KSIMC for so long as it is required in connection with your application. By signing this consent you give us your express consent to retain and process all the information contained in this form and to transfer it to countries outside the European Economic area if required.

Signed by Applicant:

Date:

Guidance Notes:

The application form

Please complete and return the application form in black font/ink so that it is received on or before the closing date. You should ensure that any additional sheets include your full name, job title and reference number of the post you are applying for.

The application form plays a key part in the recruitment and selection process and is used to decide whether or not to shortlist you for the next stage in the selection process. Please ensure that you give specific examples to demonstrate how you meet the essential criteria for the post applied for.

Your previous employment

Please give details of all full-time and part-time work, not including casual work.

Supporting information

This important section is designed to let you tell us something about yourself, your experience, job knowledge, relevant qualifications, skills and abilities.

Against each essential requirement give examples of a past experience that best illustrates the qualities we are looking for. When you complete the areas it is important that you:

- keep to the point
- give at least one recent example for each essential requirement. (usually one example will be adequate)
- be precise about what you did and the part you played in the activities you describe
- describe the outcome or result of your actions
- write your examples in your own words
- limit the number of words you write to a maximum of 150 words per example

The examples you give can be taken from any aspect of your life, for example: work, job seeking experiences, family or home responsibilities, school or college work, leisure activities or voluntary work.

Recent work examples tend to be the strongest indicator of your abilities, so it is recommended that you use these if possible.

When completing, continue on a separate sheet if necessary. You should ensure that any additional sheets include your full name, job title and reference number of the post you are applying for.

References

All offers of employment are made on the basis of receiving satisfactory references. Please give the names of referees from your last two employers, including your current employer. If you have not been employed or not worked for some time, please provide the name of a suitably qualified person who knows you well e.g. from school or university. Referees should not be friends or relatives. Internal candidates should give the name of their line manager. They will be contacted once you have received and accepted a provisional offer of employment.