### Afghan Association Paiwand

**Employment Application Form for the Post of:**

**Part A – Personal details –***please complete form in black ink or type to enable clear photocopying.*

Surname: (Block Letters) …………………………………………………………………………………………

Forenames: …………………………………………………………………………………………………………...

Address: ………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………….

…………………………………………………………………… Post Code: …………………………………….

Telephone No: Home: ……………………………………… Work: ………………………………………….

Email: …………………………………………………………… Date of Birth: ………………………………….

## Part B – Health - Please state number of working days lost through illness in the last two years: ………...

Do you have a health problem or disability relevant to your application? YES/NO\* If yes, please give

Details: ………………………………………………………………………………………………………………..

## Part C – Further Particulars - Do you have a current, valid driving licence? YES/NO\*

Part D – Referees – **Please give details of two people willing to act as referees for you. They cannot be family members and one of these should be your current or most recent employer.**

Name: ……………………………………………….. Name: ………………………………………………….

Address: ………………………………………….…. Address: ………………………………………………..

……….………………………………………………… ………………………………………………………….

Tel No: ……………………………………………….. Tel No: ………………………………………………….

Email: ………………………………………………… Email: …………………………………………………...

May we contact your referees before interview? YES/NO (Delete as appropriate)

***Applicants for posts within Paiwand involving work with children/young people/vulnerable adults: Please note that at least one of the two referees should be familiar with your previous experience with the relevant client group.***

### Part E – Education / Qualifications: Please give details of education and qualifications achieved:

|  |  |  |
| --- | --- | --- |
| Establishment | From-To | Qualifications  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### Part F – Training: Please give details of any vocational or professional training, short courses, on the job training, etc., which may support your application:

|  |  |
| --- | --- |
| Dates | Title and brief description of course/training programme |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Part G – Other skills:

1. Languages …………………………………………………………………………………………………..

2. Information/Communication Technology: ………………………………………………………………...

Part H – Present or most recent employment:

Job title: ……………………………………………… Employers name and address: ………………………..

Salary: ……………………………………………….. ……………………………………………………………..

Dates: From ……………………….. to …………… ……………………………………………………………..

Notice period required: …………………………….. …………………………………………………………….

Reason for leaving: …………………………………………………………………………………………………..

………………………………………………………………………………………………………………………….

Duties undertaken: …………………………………………………………………………………………………..

………………………………………………………………………………………………………………………….

**Part I – Previous employment:** Please give details of your previous employment history. *Please continue on, and attach, a separate sheet if required. (Please limit to one side of A4).*

|  |  |  |  |
| --- | --- | --- | --- |
| Previous employers’**names/addresses** | Dates of **employment** | Main duties | Reasons for Leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Part J – Personal statement –** Please explain, paying careful attention to the Job Description and Person Specification, why you think you are suitable for this post. Where you do not have specific experience of a task, please explain why you think you could undertake this part of the job. You may give details of other relevant experience eg voluntary or unpaid work. (*Please continue on, and attach, a separate sheet if required – please also limit to 2 sides of A4 including this sheet).*

#####  Part K – Special Requirements

Do you require a special permit to work in the UK ? YES/NO (*Delete as applicable).*

If yes, when does your current permit expire? ………………………………………………..

If you are selected for interview, are there any special arrangements you would like us to make? YES/NO

If yes please indicate: ………………………………………………………………………………………………

…………………………………………………………………………………………………………………………

##### Part L – Convictions

Do you have any criminal convictions? YES/NO

If yes, are they spent? YES/NO *(If no, please give details on a separate sheet)*

*If the post applied for involves working with children/young persons/vulnerable adults, please provide details of both spent and unspent convictions on a separate sheet*.

##### Part M – Equal opportunities monitoring – Please complete the monitoring form enclosed with your application. This will be detached from your application before shortlisting and the information given will be used solely for monitoring purposes. Thank you. Please note that page 1of this application will also be detached before shortlisting.

***I confirm that the information I have given in this application form is true and accurate. I consent to the use of this information for considering my application and understand that:***

* It will be treated confidentially at all times.
* If my application is successful, the information will form part of my personal records.
* If my application is unsuccessful, the information will be destroyed after six months.
* I also consent to an Enhanced Criminal Records check

 Signed: ……………………………………………………………….. Date: ………………………………………

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**Please return this application form to the Chair of Afghan Association Paiwand, Ground floor, 11 High Street, Edgware HA8 7EE or email to:** fahima.zaheen@paiwand.com

**For office use only:**

Shortlisted Yes/No

Attended Yes/No

Reference Rec’d Yes/No

Offered Yes/No

Signed: Appointing Officer: ……………………………………… Date: …………………….