

LIVERPOOL MUSLIM SOCIETY

Job Application Form

Confidential

PART A: PERSONAL DETAILS

Post you are applying for:	Office Administrator		
First Name		Last Name	
Address		Home Tel	
Town		Daytime Tel	
	Postcode	Email	
National Insurance Number		DfE Number (Teachers)	
Are you free to take up employment in the UK with no current immigration restrictions?			
Do you need work permit to work in UK?			

PART B1 : PRESENT OR MOST RECENT EMPLOYMENT

Date Commenced		Annual Salary	
Job Title			
Notice Required (if applicable) or date left			
Please Give Details of your present duties			

PART B2: EMPLOYMENT HISTORY

State in date order, most recent first, where you have been employed.

Name of employer and address of employer or school	From	To	Job Title	Salary	Permanent, Temporary or Supply

PART C: EDUCATION

(QUALIFICATIONS OBTAINED FROM UNIVERSITIES/COLLEGES/SCHOOLS) – START WITH HIGHEST

Universities, Colleges, Schools,	From	To	Qualifications gained (including subjects and grades)

PART D: RELEVANT TRAINING

Please give details of any training courses, which may be relevant to the post you are applying for

Name of the course	Date	Provider

PART E: SUPPORTING STATEMENT

Please state how your skills, experience and achievements to date would make you a suitable applicant for this post. Include details of any relevant unpaid or voluntary work. Your statement will help us to decide whether we should invite you for an interview. **Read the person specifications before writing your statement.** *(Please continue on an additional page if your statement needs more than one page)*

PART F:

Please provide names and contact details of two persons who are able to provide references relating to your suitability for the post. One of the referees must be your current or last employer. Do not name your friend or family member.

1.

Name:	
Position:	
Relationship:	
Email address:	
Tel:	Fax:
Postal address:	

2.

Name:	
Position:	
Relationship:	
Email address:	
Tel:	Fax:
Postal address:	

Can we approach your present employer for a reference before the interview? Yes/ No (please delete appropriately)

Relatives / Other interests

Canvassing of LMS staff or board members (trustees) in relation to this appointment will disqualify you

Are you related to a trustee or employee of the Liverpool Muslim Society? Yes/No (please delete appropriately)
If yes, please give brief details _____
If appointed, do you have any business and / or financial interest, which might conflict with the duties of this post? Yes/ No (please delete appropriately)
If yes, please give brief details:_____

Safeguarding

The Liverpool Muslim Society (LMS) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to adhere to this commitment. The LMS carries out stringent recruitment and vetting procedures. All staff and volunteers are subject to Enhanced DBS checks, proof of right to live and work in the UK, satisfactory professional references and medical fitness checks.

Have you ever been convicted of any criminal offence? Yes/ No (please delete appropriately)

If yes, please give details of the conviction(s) and date(s) _____

Have you had an Enhanced CRB/DBS check done? Yes/ No (please delete appropriately)

If Yes, CRB/DBS no:_____

Declaration

I declare that to the best of my knowledge the information given on this form is correct and can be treated as part of any subsequent contract of employment. I consent to using the information supplied for assessing my suitability for the post.

Signature_____

Date:_____

