

Federation of Jewish Services



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Private and Confidential

APPLICATION FOR EMPLOYMENT for the post of

PLEASE TYPE OR COMPLETE APPLICATION IN **BLACK INK**

DO NOT ENCLOSE A CURRICULUM VITAE AS THIS WILL NOT BE CONSIDERED

NAME OF APPLICANT:

(Block letters please)

Form completed by (Signature):

Date completed:

FOR OFFICE USE

APPLICANT SHORTLISTED

YES

NO

UNSUCCESSFUL FOR SHORTLIST

YES

NO

DATE LETTER SENT:

INVITE FOR INTERVIEW

YES

NO

DATE LETTER SENT:

DATE AND TIME OF INTERVIEW:

INTERVIEW SCORE:

OUTCOME:

POST-INTERVIEW LETTER:

YES

NO

PERSONAL INFORMATION

Title		Home Tel Number	
Forenames		Work Tel Number	
Surname		Mobile Number	
Address		Email Address	
Postcode		National Insurance Number	

PRESENT EMPLOYMENT

Present Job Title		Date Commenced	
Present Employer		Current Salary	
Address		Nature of Business	
		Notice Required	
Reason for leaving:			
Brief description of your role and responsibilities:			
Have you previously worked at The Federation of Jewish Services, including Heathlands Village, Moorview House, Dedicated Homecare, Manchester Jewish Federation?			
Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick appropriate box)			
If the answer is 'Yes' please give job title and dates employed			
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PREVIOUS EMPLOYMENT

Previous employment (most recent first)

Please account for any gap in your employment record

Name of Employer	Position held / Salary	From	To	Reason for leaving

(Please use additional sheets if necessary)

How many days illness have you had which have prevented you from attending work in the last 2 years? _____

EDUCATION

Please provide details of studies undertaken and qualifications achieved from secondary education onwards

School / College / University	Qualifications Gained (please include dates)

(Please use additional sheets if necessary)

QUALIFICATIONS / TRAINING / COURSES

Please give details of any professional, technical or management qualifications, or any job related training courses attended (including dates)

COMPUTER SKILLS

Please tick best description

Advanced Competent Some knowledge Undeveloped

Please list computer programmes you have worked with in the past (if applicable)

PERSONAL INTERESTS

Please give details of any personal interests eg hobbies, sporting activities or voluntary experience

WORKING FOR THE FEDERATION OF JEWISH SERVICES

Short-listing and selection will be based on the requirements set out in the Person Specification. Please address these requirements, drawing on your experience in the workplace or in a voluntary capacity

What do you expect the job you are interested in to involve?

Why do you think you are suited to this type of work?

Please state the reason why you applied for this vacancy

Please give further details about your career and any other information that you feel would give a fair and accurate outline of yourself in support of this application.

Please use **one** additional sheet if required

OTHER INFORMATION

Work Permission

All successful applicants must provide proof of their eligibility to work in the United Kingdom.

Are you eligible to work in the UK?

YES

NO

Transport

Do you hold a full UK driving licence?

YES

NO

Do you have a car which could be used for work?

YES

NO

REFERENCES

Please give details of two referees, one being your present / last employer. If you have not worked for some time, or have never worked, please give the name of someone (**not** a relative or friend) who can comment on your ability to do the job for which you are applying. Please note that no appointments will be confirmed until two satisfactory written references have been received.

Referees will only be contacted following a verbal offer of employment.

Name	Name
Address	Address
Postcode	Postcode
Capacity in which known to you	Capacity in which known to you
Telephone	Telephone
Occupation	Occupation

DISCLOSURE

Disability

Are you a disabled person as defined by the Disability Discrimination Act 1995?

ie do you have a physical or mental impairment which has a substantial and

long term adverse effect on your ability to carry out normal day to day activities? YES NO

Under the terms of the Disability Discrimination Act 1995, The Federation of Jewish Services will consider any reasonable adjustment required to enable a disabled person to carry out the duties of a post.

Please give any details of any adjustments you may need to help you carry out the duties of the post applied for and of any special arrangements you will need (eg wheelchair access, sign language interpreter) if invited for interview.

Please note, a disability / health problem does not preclude full consideration for the job. Applications from suitably qualified and experienced disabled people are welcome. Information from applicants will be treated confidentially.

Our work is with vulnerable people and as such, we must ask you certain questions. Any information you give will be kept confidential and will be considered only in relation to this job application.

Have you ever been convicted of a criminal offence? YES NO

Please state any convictions you have had including those that may be "spent". Under the Rehabilitation of Offenders Act 1974 "spent" convictions must be declared due to the nature of the client group you may have contact with while working with our organisation.

It is The Federation of Jewish Services policy to obtain disclosures from the Criminal Record Bureau for all employees offered a post with the organisation. This process is initiated only once an applicant has been given a conditional offer. Please sign below to confirm your acceptance of this procedure should you be offered the post.

Signed _____ Date _____

Please return your completed application form to:

Human Resources, The Federation of Jewish Services, Head Office, Heathlands Village,
Heathlands Drive, Prestwich, Manchester M25 9SB



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HEAD OFFICE

Heathlands Village
Heathlands Drive
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to The Fed