

CONFIDENTIAL

BANGLADESH ISLAMIC ASSOCIATION/CENTRE
Smethwick
JOB APPLICATION FORM

PLEASE COMPLETE IN BLACK INK AND BLOCK CAPITALS

Please return this form to:

Abdul Subhan – CEO
Bangladeshi Islamic Centre, 10-13 Lewisham Road, Smethwick, West Midlands, B66 2BP
Or SCAN and email back to contact@bicentre.org.uk

Please return this form by: ...**4:30pm 27th August 2024**.....

BIC is an Equal Opportunities employer. All applicants will be considered on the basis of suitability for the post, regardless of sex, race, religion, marital status, disability or sexual orientation. In order to monitor the effectiveness and success of the policy, it is important that you complete the application as fully as possible. The details given will be kept confidential and will not affect your appointment in anyway.

POSITION APPLIED FOR: Women’s Development worker (This post is funded and supported by The **National Lottery Community Fund**)

| | | | |
|---|-------|-------------------------------|--|
| Full Name: (Include title) | | | |
| Address: | | | |
| Post code: | | | |
| Telephone No: (Include STD code) | Home: | Mobile: | |
| E-mail address: | | | |
| Date of birth: | | National Insurance No: | |
| Marital Status: | | Ethnic Origin: | |
| How did you find out about this job: | | | |

| Please tick box: | Yes: | No: |
|--|-------------|------------|
| Do you hold a current driving license: | | |
| If yes, please state what type of license you have: | | |
| Do you have access to a motor vehicle: | | |
| Do you require a work permit: | | |
| Do you have a disability: | | |
| If yes, please give details: | | |
| Do you have any specific requirements, if required to attend an interview, i.e., need an interpreter, wheelchair access etc: | | |
| If yes, please give details: | | |

EMPLOYMENT HISTORY:

Please start with your present or most recent employer and work backwards:

(Continue on a separate sheet of paper, if necessary – please remember to put your name & address on it)

| Name & Address of Employer: | Position held & brief description of duties: | Employed | | Reason for Leaving: |
|-----------------------------|--|----------|-----|---------------------|
| | | From | To: | |
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If you are currently employed, please state period of notice required:

REFERENCES:

Please give name, address and telephone number of two referees who can be expected to provide relevant comments on your ability to carry out the job applied for. At least one should be your present employer (last employer if unemployed or if a student, name of tutor). References will normally be taken up for shortlist candidates only, prior to interview.

| | | | |
|---------------|--|---------------|--|
| Name: | | Name: | |
| Address: | | Address: | |
| Postcode: | | Postcode: | |
| Telephone No: | | Telephone No: | |
| Occupation: | | Occupation: | |

ADDITIONAL INFORMATION:

Any other information relevant/in support to your application. Please use the job description and person specification to guide your answer.

(Please continue on a separate sheet of paper if necessary)

Because of the nature of work for which you are applying, this post is exempt from any provisions of section 4(2) of the Rehabilitation's of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are; therefore, not entitled to withhold any information about convictions, which for other purposes are "spent" under the provisions of the act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action.

Do you have any criminal convictions Yes No

Applicants applying for post(s) who are offered employment will be subject to a Disclosure (DBS) check, carried out by the Disclosure and Barring Service, before appointment is confirmed. This will include details of cautions and reprimands or final warning, as well as spent and unspent convictions.

DECLARATION:

I confirm that, to the best of my knowledge, the information given on this form is correct.

Sign:..... Date: