

**Private and Confidential**  
**APPLICATION FOR EMPLOYMENT**  
for the post of

Please type or complete this application in **black** ink.

Please **do not** enclose a curriculum vitae (CV) as this will not be considered.

Name of applicant: (Block letters please)

Date of completion:

IF ANY PART OF THIS FORM IS NOT RELEVANT PLEASE INSERT "NA" (NOT APPLICABLE).

**FOR OFFICE USE**

Shortlist score:

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

Interview outcome

Post-interview letter sent

Yes  No

**THE**  
**LOOKING AFTER EACH OTHER**  
**FED**

## A. Personal information

Title:

Forenames:

Surname:

Address:

Postcode:

Home tel no:

Mobile phone no:

Work tel no:

Email address:

National Insurance no:

## B. Present or most recent employment

Job title:

Employer:

Address:

Date commenced:

Salary:

Nature of business:

Notice required:

Reason for leaving:

Brief description of your roles and responsibilities:

Have you previously worked for The Fed (Federation of Jewish Services), including Heathlands Village, Moorview, Dedicated Homecare, Care at Home, Project Smile or Manchester Jewish Federation?

Yes            No

If yes, please provide your previous job title and dates of employment:

### C. Previous employment

Previous employment (most recent first). Please account for any gap/s in your employment record. Please use additional sheets if needed.

Name of employer	Position held	Salary	From	To	Reason for leaving

### D. Education

Please provide details of studies undertaken and qualifications achieved from secondary education onwards, giving most recent first. Please use additional sheets if needed.

School/College/University	Qualifications and dates

## E. Qualifications/Training/Courses

Please provide details of any professional, technical or management qualifications, or any job-related training courses attended, including dates. Please use additional sheets if needed.

## F. Computer skills

Please tick appropriate box

Advanced      Competent      Some knowledge      Undeveloped

Please list computer programmes you have worked with, if applicable

## G. Personal interests

Please provide details of any personal interests eg. hobbies, sports, voluntary work

## H. Working for The Fed

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 work-place or in a voluntary capacity.

Why would you like to work for The Fed?

What skills and knowledge will you bring to this role?

Why do you think you are suited to this post?

How did you find out about this post?

Please provide any other information in support of this application, including details about your career, to help give a fair and accurate outline of who you are. Please use ONE additional sheet if needed.



## I. Working for The Fed

### Work permission

All successful applicants must provide proof of their eligibility to work in the UK. Are you eligible to work in the UK?    Yes        No

### Transport

Do you hold a full UK driving license?    Yes        No

Do you have a car which could be used for work?    Yes        No

## J. Flexibility

Do you have any restrictions on the hours that you are available to work?    Yes        No

If yes, please provide details:

## K. References

Please provide details of two referees, one being your present/most recent 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 appointment will be confirmed until two satisfactory written references have been received. Referees will only be contacted following a verbal offer of employment.

### Referee 1

Name:

Address:

Post code:

Capacity in which known to you:

Telephone:

Email:

Occupation:

### Referee 2

Name:

Address:

Post code:

Capacity in which known to you:

Telephone:

Email:

Occupation:

## **K. Criminal Record**

Have you ever been convicted of a criminal offence?    Yes            No

Please provide details of any convictions 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. Please provide details of including those that may be "spent".

## **L. DBS**

It is The Fed's policy to obtain disclosures from the DBS (Disclosure and Barring Service) for all applicants who are offered a post. 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.

## **M. Declaration**

I confirm that all the information given by me in this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or my employment terminated.

**Signed**

**Date**

Please return your completed application form to:

The Fed  
HR Department  
Head Office  
Heathlands Village  
Heathlands Drive  
Prestwich  
Manchester  
M25 9SB



The Fed, Heathlands Village, Heathlands Drive, Prestwich, Manchester, M25 9SB

Tel: 0161 772 4800 Email: [info@thefed.org.uk](mailto:info@thefed.org.uk) Fax: 0161 772 4934

**[www.thefed.org.uk](http://www.thefed.org.uk)**

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