

# INDIAN MUSLIM WELFARE SOCIETY

Al-Hikmah Centre, 28 Track Road, Batley, West Yorkshire, WF17 7AA

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## JOB APPLICATION FORM

**JOB TITLE:**

Please answer all sections applicable in Black ink and block capitals. You may continue on a separate sheet, if necessary.

### 1. PERSONAL DETAILS:

<b>Last Name:</b>	<b>First Name:</b>
<b>Full Postal Address:</b>	
<b>Tel No. Home:</b>	<b>Tel No. Daytime:</b>
<b>Date of Birth:</b>	<b>Do you wish to job share: Yes / No</b>
<b>Where did you hear of this post?</b>	
<i>Please give the names of 2 referees. one of these referees must be your present or last employer, if previously employed. Referees will only be contacted if you are offered an interview.</i>	
<b>Name of Referee:</b>	<b>Name of Referee:</b>
<b>Address:</b>	<b>Address:</b>
<b>Occupation:</b>	<b>Occupation:</b>

### 2. EQUAL OPPORTUNITIES MONITORING:

*This section helps the society to monitor its equal opportunities policy and is not considered when assessing applicants. Please tick your ethnic origin.*

<b>White</b>	<input type="checkbox"/>	<b>Black Other</b>	<input type="checkbox"/>	<b>Bangladeshi</b>	<input type="checkbox"/>	<b>Other please specify</b>
<b>Indian</b>	<input type="checkbox"/>	<b>Black African</b>	<input type="checkbox"/>	<b>Black Caribbean</b>	<input type="checkbox"/>	
<b>Pakistani</b>	<input type="checkbox"/>	<b>Asian Other</b>	<input type="checkbox"/>	<b>Chinese</b>	<input type="checkbox"/>	

**Do you consider yourself to be disabled? Yes No**

**What languages do you speak?**

**What languages do you write?**

**Are you male or female? Male Female**



### 3. WORK HISTORY:

Please specify any relevant part time, casual or voluntary work

<b>Current or last job:</b>		<b>Date started:</b>	
		<b>Date finished:</b>	
<b>Employer:</b>		<b>Salary:</b>	<b>Notice required:</b>
<b>Address:</b>		<b>Briefly describe your duties:</b>	
<b>Previous Jobs (most recent first)</b>			
<b>Name and address of employer</b>	<b>Dates from:</b>	<b>Dates to:</b>	<b>Job title and main duties and responsibilities</b>

### 4. KNOWLEDGE RELEVANT TO THE JOB:

*Please specify in this section how you have training and qualifications asked for in the employee specification:*

<b>a) Qualifications and relevant training:</b>	<b>Year awarded:</b>
<b>b) Current membership of Professional or Technical bodies:</b>	<b>Year Joined:</b>

**c) Please show you have the 'knowledge' asked for in the employee specification:**

**5. EXPERIENCE, SKILLS & ABILITIES:**

**Please show you have the experience, skills and abilities asked for in the employee specification, gained through paid work or voluntary work:**



**6. ADDITIONAL INFORMATION:**

**Please show how you meet the additional factors on the employee specification and use this section if there is anything you want to add in support of your application**

**Type of driving license held (please circle): FULL: PROVISIONAL: PSV: NONE:**

**Declaration:**

**All of the information contained in this application is true, and I have not canvassed (either directly or indirectly) any member of the I.M.W.S. and will not do so.**

**Signed: .....**

**Date: .....**

