

INDIAN MUSLIM WELFARE SOCIETY

Al-Hikmah Centre, 28 Track Road, Batley, West Yorkshire, WF17 7AA
Tel: (01924) 500555 Fax: (01924) 500556 E-mail: info@imws.org.uk

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. **delete as applicable*

1. PERSONAL DETAILS:

| | |
|---|--|
| Last Name: | First Name: |
| Full Postal Address: | |
| Tel No. Home: | Tel No. Daytime: |
| Date of Birth: | Do you wish to job share: *Yes / No |
| Where did you hear of this post? | |
| <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> | |
| Name of Referee: | Name of Referee: |
| Address: | Address: |
| Occupation: | Occupation: |

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.

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

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

4. KNOWLEDGE RELEVANT TO THE JOB:

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

| | |
|---|----------------------|
| a) Qualifications and relevant training: | Year awarded: |
| | |
| b) Current membership of Professional or Technical bodies: | Year Joined: |
| | |

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: *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:

