

Recruitment monitoring form – confidential

We are committed to equal opportunities in employment. As part of this policy, all applicants for employment are requested to complete this section for the purposes of monitoring the policy and it will be separated from your application. The information it contains will not be used in deciding whether or not to invite you to interview or offer you employment. As an equal opportunities employer, we aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, sex, race, colour, marital status, ethnic origin, or nationality. Please help us achieve our main aim by completing the following questions:

Application for the post of

First Name

Last Name

Address

Post Code

Phone No

E-Mail

Date of birth

Age

If you are invited to attend an interview or take up employment and require special arrangements please give details below:

Do you consider yourself to have a disability?

Yes

No

Gender

Male

Female

I would describe my race or ethnic origin as (please tick appropriate box):

White

White
White Irish
White other

Black

British Black
Black African
Black Caribbean
Black other

Asian

British Bangladeshi
Pakistani
Indian
Asian other

Chinese

Chinese
Chinese other

Mixed

White and Black Caribbean
White and Black African
White and Black Asian

Other please state:

References

Please give the names and full addresses of two people who can verify or confirm your employment record. One must be your line manager at your current/last employer. Please do not use relatives, partners or friends as referees.

Name :

Position held and relationship :

Organisation name and address :

Telephone No :

Email address :

May we contact the referee before interview? Yes No

Name :

Position held and relationship :

Organisation name and address :

Telephone No :

Email address :

May we contact the referee before interview? Yes No

Only complete this section if the job description indicates that the post is exempt from the provisions of the Rehabilitation Act 1974.

Have you ever been convicted, cautioned or reprimanded for a criminal offence? Yes No

Are you on either of the 2 lists banning you from working with children or vulnerable adults imposed by the Independent Safeguarding Authority? Yes No

If yes, please give details and dates in the space provided below:

Do you need a work permit to work in the UK? Yes No

National Insurance Number

How did you find out about this vacancy?

I consent to Emmanuel Community Church International, to hold the data in the equal opportunities section of this form in their database and manual file

Signature of Applicant

Date

Qualifications achieved (start with the most recent)

Secondary Schools, Colleges, Universities	From	To	Brief details of course and qualifications taken	Grade

Study currently being undertaken

Secondary Schools, Colleges, Universities	From	To	Brief details of course and qualifications taken	Grade

Professional or other qualifications, apprenticeships, memberships of professional organisations

Other training you have received which you consider relevant

Employment history

Current/most recent employment

Name and address of employer

Date started

Until

Notice required

Job title

Basic salary per annum

Brief description of duties

Reason for leaving

Other employment/career history starting with the most recent

For posts which involve working with children, please give your full employment history: accounting for any gaps (please continue on a separate sheet of paper if necessary).

Post	From	To	Employer/organisation name and address	Reason for leaving

Please give details of other interests, including involvement in voluntary organisations, which you consider relevant:

Experience/relevant skills

Having read the job description, please state how your experience and achievements to date would make you a suitable candidate for this post.

If you need to continue beyond this page of the form, please use A4 white paper.

Do you have access to a vehicle? Yes No

Do you have access to public transport? Yes No

Declaration

Any of the above particulars may be subject to check. I understand that any false, inaccurate or incomplete information could result in dismissal, disciplinary action or withdrawal of any offer of employment.

I declare that the information given on this is to the best of my knowledge, correct and complete and can be treated as part of any subsequent contract of employment.

I understand that Emmanuel Community Church International may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with Emmanuel Community Church International

Signature

Date

Please return this application form in an envelope marked confidential to

**Mrs J Pathay
Emmanuel Community Church International
Greenleaf
67-69 Greenleaf Road
Walthamstow
E17 6QP**

Or email to: admin@eccao.org