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**EMPLOYMENT APPLICATION FORM**

**The following information will be treated in the strictest confidence.**

**If filling in this form by hand, please use BLACK INK and BLOCK CAPITALS as we may need to make photocopies.**

**Please complete as much of this form as possible, even if you are enclosing a CV.**

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| TO BE COMPLETED BY OFFICE STAFF | | | |
| **POSITION REF:** |  | **APPLICANT REF:** |  |

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| TO BE COMPLETED BY APPLICANT | | | |
| **POSITION APPLIED FOR:** |  | **DATE OF APPLICATION:** |  |

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| **PERSONAL INFORMATION** | | | | | | | | | | | |
| **Title** | **Mrs** |  | **Miss** |  | **Ms** | |  | **Dr** |  | **Other** |  |
| **Surname** |  | | | | | | | | | | |
| **Forename(s)** |  | | | | | | | | | | |
| **Date of Birth** |  | | | | | | | | | | |
| **Address** |  | | | | | | | | | | |
| **Nationality** |  | | | | | | | | | | |
| **NI Number** |  | | | | | | | | | | |
| **Do you require a permit to work in the UK?** | | | | | | **Yes / No (please circle)** | | | | | |

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| **CONTACT INFORMATION** | | | |
| **Home Telephone** |  | **Work Telephone** |  |
| **E-Mail Address** |  | **Mobile Number** |  |

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| **EMPLOYMENT INFORMATION (This includes paid and voluntary work)** | | | | |
| **Please complete this section of the form OR attach a full CV.** | | | | |
| **Current/most recent employment** | | | | |
| **Name, Address and Business of Employer** | **Dates From** | **To** | **Job title and nature of work** | **Reason for leaving** |
|  |  |  |  |  |
| **Basic annual salary**  **Please give details of any allowances / bonuses** |  | | | |
| **What Is your notice period?** |  | | | |

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| **Previous employment. Please list in order, starting with the most recent. OR attach a full CV.** | | | | |
| **Name, Address and**  **Business of Employer** | **Dates From** | **To** | **Job title and nature of work** | **Reason for leaving** |
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| **EDUCATION** | | | |
| **Dates** | **Name and Address of College, University or Other Institution** | **Qualification** | **Grade** |
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| **RELEVANT PROFESSIONAL QUALIFICATIONS AND TRAINING**  Please give full details of your membership of any professional body, including the name of the awarding institute, class of your membership (Associate, Fellow etc.) and/or training you have completed. |
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| **WHERE DID YOU HEAR ABOUT THIS POSITION?**  Newspaper DIWC Website/Facebook Friend: ................................... Other: ....................................... |
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| **REASONS FOR APPLYING AND YOUR THOUGHTS ON YOUR SUITABILITY FOR THIS ROLE** |
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| **DISABILITY** | |
| **Are you registered as disabled as defined by the Equality Act 2010?** | **Yes / No (please circle)** |

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| **REHABILITATION OF OFFENDERS ACT 1974** | |
| **This role is subject to the Rehabilitation of Offenders Act 1974. A criminal record will not necessarily exclude you from being considered for this role, however, under the Act we must have details of any cautions, bindovers, pending prosecutions and spent or unspent convictions.** | |
| **Do you have any criminal convictions?** | **Yes / No (please circle)**  **If yes, please provide details:** |

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| **REFERENCES** | | | |
| **Please give details of two referees, whom we can approach, should you be short listed.** | | | |
| **Referee 1**  **Name and Title** |  | **Referee 2**  **Name and Title** |  |
| **Contact Details** |  | **Contact Details** |  |
| **In what context does the referee know you?** |  | **In what context does the referee know you?** |  |
| **May we take up references before interview?** | **Yes / No (please circle)** | **May we take up references before interview?** | **Yes / No (please circle)** |

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| **DECLARATION** |
| **Are you related to any employee or committee member of Dundee International Women’s Centre?**  **Yes / No (please circle)**  **If yes, please provide details:** |
| **Are you or have you been a member of any Dundee International Women’s Centre Committee?**  **Yes / No (please circle)**  **If yes, please provide details:** |

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| **I declare that, to the best of my knowledge, the information provided on this form is true and complete. I understand that any wilful mis-statement may render an offer or contract of employment invalid and may lead to the termination of employment.**  **In accordance with the Data Protection Act 1998, the information provided on this form will be used in the recruitment and selection of this position and may be disclosed to relevant parties. It will form the basis of the confidential personnel record.**  **Signed…………………………………………………………………………………. Date…………………………………………………………………….** |

Thank you for your interest in Dundee International Women’s Centre and for taking the time to apply for this position.

**Please send your completed application to:** [**mail@diwc.co.uk**](mailto:mail@diwc.co.uk)

or

**CONFIDENTIAL: Recruitment**

**Dundee International Women’s Centre**  
**Unit 9 Manhattan Business Park**

**Dundonald Street**

**Dundee**

**DD3 7PY**

We will be in touch to confirm receipt of your application and inform you of the next steps. Meanwhile, please find out more about Dundee International Women’s Centre via our website: [www.diwc.co.uk](https://htmlsig.com/t/000001BMPMCW)

Dundee International Women’s Centre is a registered charity: Charity Reg No SC014949