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**EMPLOYMENT APPLICATION FORM**

**This post is women-only being exempt under Schedule 9 of the Equalities Act 2010**

**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)** | | | | |
| **Current/most recent employment** | | | | |
| **Name, Address and Business of Employer** | **Dates From** | **To** | **Job title and nature of work** | **Reason for leaving** |
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| **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.** | | | | |
| **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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| **WHY ARE YOU SUITABLE FOR THIS POSITION? PLEASE USE THIS SPACE TO TELL US HOW YOUR SKILLS AND EXPERIENCE MATCH EACH CRITERIA ON THE PERSONAL DESCRIPTION.** |
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| **DISABILITY** | |
| **Are you registered as disabled as defined by the Equality Act 2010?** | **Yes / No (please circle)** |
| **Are there any adjustments that DIWC should make if you are invited to interview?**  **If Yes please state these in the box.** |  |

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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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| **Other Relevant Information** | |
| **Are there any dates you are unavailable for interview?** |  |
| **Do you hold a Full Drivers Licence?** | **Yes / No (please circle)** |

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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 board member of Dundee International Women’s Centre?**  **Yes / No (please circle)**  **If yes, please provide details:** |
| **Are you or have you ever been a member of Dundee International Women’s Centre Board of Directors?**  **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 email your completed application to:** [**mail@diwc.co.uk**](mailto:mail@diwc.co.uk)

We will be in touch to confirm receipt of your application.

Please note if you do not hear back from us within 2 weeks of the closing date your application has been unsuccessful at this time.

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