**APPLICATION FORM**

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The Western Front Association

BM Box 1914

London

WC1N 3XX

Email: office@westernfrontassociation.com

The Western Front Association aims to be an equal opportunities employer and to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, disability or any factors irrelevant to a person's ability to do a job.

post applied for: Office administration assistant

Closing Date: 5.00 pm Friday 19th february 2021

**PERSONAL DETAILS**

**Name:**

**Address:**

**Telephone:**

**REFEREES**

Please give the names, addresses and positions of two referees. One referee should be your current employer, or if you are not in employment your most recent employer. Your referees must be able to vouch both for your honesty and your professional competence. We would expect these people to know you in a professional context, not just a personal one.

**1. [[1]](#footnote-2)**

**2.**

eMPLOYMENT

Please give details of your relevant employment experience with your current/most recent employer. Please explain any gaps. Please include here also any relevant community or voluntary work you have been involved in.

**Dates Employer Post Held Duties**

Education

Please give details of your education, including any qualifications and relevant courses attended

Dates Institution Details

tRAINING

Please give details of training and courses attended which may be relevant to the post.

**HEALTH / DISABILITY**

Do you have a disability / health problem which affects you in employment?

 **\*** *You should only indicate ‘yes’ if you have a physical or mental impairment which has a substantial long term adverse effect on your ability to carry out normal day to day activities.*

If so please give brief details:

Have you any special requirements for interview (eg sign language interpreter, wheelchair access)?

If yes please give details:

Please give details of all absences from work in the last 12 months.

Please note that your referees will be asked to comment on your health record.

PPleas Please give details of any dates that you would be unable to attend for interview which will be via ‘zoom’:

Supporting statement

You should use these sections to tell us why you are a suitable candidate for the post. Please address your comments to the job description and give specific evidence of your skills and experience. Please detail this on a separate page(s).

**I understand that The Western Front Association reserves the right to verify claims made on this application and any subsequent findings of misleading / false information may lead to disciplinary action and dismissal.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATA PROTECTION NOTIFICATION:**

**(Please read this carefully before signing this application)**

The information you have provided in completing this application form will be used to process your application for employment. The Company will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.

**AUTHORISATION:** I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 1998.

I also confirm that I am legally entitled to work in the United Kingdom and if interviewed will produce one of the following documents from the list below:-

•a UK passport

•an EU passport or national identity card

•a UK residence permit issued by the Home Office

•an application registration card issued by the Home Office to an asylum seeker stating that the holder is permitted to take up employment

**or** two from the following:-

•an official document bearing a national insurance number along with:-

- a birth certificate, or

- a letter from the Home Office, or

- an immigration status document

•a work permit, along with:-

- a passport, or

- a letter from the Home Office

In either case, these must confirm the holder has permission to enter or remain in the UK and take the work permit employment in question.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Email returned applications to:***

***office@westernfrontassociation.com***

1. Can references be taken up prior to interview if you are shortlisted:***YES/NO***  [↑](#footnote-ref-2)