

**UNITED SYNAGOGUE JOB APPLICATION FORM PART 1**

**PLEASE COMPLETE THE FORM IN BLOCK CAPITALS**

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| **Application for the**  **Post of:** |  | **Department/**  **Synagogue:** |  |

# PERSONAL DETAILS:

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| --- | --- | --- | --- | --- | --- |
| **Surname:** |  | | **Title:** |  | |
| **Forenames:** |  | | | | |
| **Former names:** |  |  | | |  |
| **Address including post**  **code:** |  | | | | |
| **Home Tel No:** |  | | **Mobile No:** |  | |
| **Work telephone No:** |  | | **May we contact you at work?** | Yes: No: | |
| **Email Address:** |  | | **National**  **Insurance No:** |  | |

1. **EMPLOYMENT HISTORY:**

**CURRENT OR MOST RECENT POSITION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer:** |  | **Type of**  **Business:** |  |
| **Address including postcode:** |  | **Salary:** |  |
| **Job Title:** |  | **Start Date:** |  |
| **Notice Required (weeks):** |  | **Leave Date**  **(if applicable):** |  |
| **Brief Description of Duties & Responsibilities**: | | | |
|  | | | |
| **Why do you wish to /did you leave this position?** | | | |
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**PREVIOUS APPOINTMENTS & VOLUNTEERING OPPORTUNTIES. This summary needs to cover your full**

**history since leaving education. *(Most recent first)*: Please continue on a separate sheet if necessary**

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| --- | --- | --- | --- | --- | --- |
| **Employer:** |  | | | | |
| **Address:** |  | | | | |
| **Start Date:** | **/ /** | **Job Title:** |  | **Salary:** | **£** |
| **Leave Date** | **/ /** | **Reason for**  **Leaving:** |  | | |
| **Brief description of Duties:** | | | | | |
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|  | | | | | |
| **Employer:** |  | | | | |
| **Address:** |  | | | | |
| **Start Date:** | **/ /** | **Job Title:** |  | **Salary:** | **£** |
| **Leave Date** | **/ /** | **Reason for**  **Leaving:** |  | | |
| **Brief description of Duties:** | | | | | |
|  | | | | | |
|  | | | | | |
| **Employer:** |  | | | | |
| **Address:** |  | | | | |
| **Start Date:** | **/ /** | **Job Title:** |  | **Salary:** | **£** |
| **Leave Date** | **/ /** | **Reason for**  **Leaving:** |  | | |
| **Brief description of Duties:** | | | | | |
|  | | | | | |
|  | | | | | |
| **Employer:** |  | | | | |
| **Address:** |  | | | | |
| **Start Date:** | **/ /** | **Job Title:** |  | **Salary:** | **£** |
| **Leave Date** | **/ /** | **Reason for**  **Leaving:** |  | | |
| **Brief description of Duties:** | | | | | |
|  | | | | | |

# PLEASE EXPLAIN ANY GAPS IN YOUR EDUCATION AND EMPLOYMENT HISTORY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Gap start date:** | **/ /** | **Gap end date:** | **/ /** | **Explanation**  **of gap:** |  |
| **Gap start date:** | **/ /** | **Gap end date:** | **/ /** | **Explanation**  **of gap:** |  |
| **Gap start date:** | **/ /** | **Gap end date:** | **/ /** | **Explanation**  **of gap:** |  |
| **Gap start date:** | **/ /** | **Gap end date:** | **/ /** | **Explanation**  **of gap:** |  |
| **Gap start date:** | **/ /** | **Gap end date:** | **/ /** | **Explanation**  **of gap:** |  |

# REFERENCES

Please provide two or more of your most recent professional referee details (who are not friends or relatives). References should cover the last five years.

At least one referee should be your present or last employer or place of education.

Please note if you are shortlisted, we will contact one of your referees prior to interview.

|  |  |
| --- | --- |
| **Referee name:** |  |
| **Name of organisation:** |  |

# EDUCATION & TRAINING

**SECONDARY / FURTHER EDUCATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date from** | **Date to** | **School / College / University** | **Qualification title including awarding body** | **Grade achieved** |
| **/** | **/** |  |  |  |
| **/** | **/** |  |  |  |
| **/** | **/** |  |  |  |
| **/** | **/** |  |  |  |
| **/** | **/** |  |  |  |

**RELEVANT TRAINING, QUALIFICATIONS & MEMBERSHIPS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title of training / qualification** | **Date completed** | | **Training provider /**  **Awarding body** | | **Results if applicable\*** |
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| **Professional body title** | | **Date of membership** | | **Membership type** | |
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**\**Copies of relevant certificates will be requested at interview.***

# ADDITIONAL VOLUNTARY EXPERIENCE AND OTHER INTERESTS

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1. **PERSONAL STATEMENT:**

Using the role person specification, please give details of your relevant skills, experience, knowledge and achievements, demonstrating how you meet the requirements of this post. Please continue on a separate sheet if necessary.

***\* You may continue on only one side of A4 paper, which must be attached to this application form.***

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# INTERVIEW DATES

**In the event you are shortlisted, please advise of any dates you would** be **unable to attend an interview:**

1. **REHABILITATION OF OFFENDERS ACT 1974:**

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| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](https://unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf).  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. |

1. **DECLARATION:**

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| --- |
| I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to  a) references which are satisfactory to the United Synagogue  b) a satisfactory DBS certificate and check of the Barred list (where applicable)  c) the entries on this form proving to be complete and accurate and  d) a satisfactory medical report, if appropriate.  **Signature:**  **Date:** ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **For roles working with children and/or vulnerable adults**  I confirm that I have not been disqualified from working with children and / or vulnerable adults, cautioned or sanctioned in this regard.  **Signature:**   **Date:** |

When completed, please return this form either by EMAIL **together with Part 2 of the application form** to: [hr@theus.org.uk](mailto:hr@theus.org.uk) In the event this is not possible, post to: HR Department, United Synagogue, 305 Ballards Lane, London N12 8GB. Please note that if you are returning this form electronically and unsigned you will still be bound by the declaration.

 **APPLICATION FORM – PART 2**

**THIS FORM IS PART OF YOUR APPLICATION AND MUST BE COMPLETED AND RETURNED TO HR IN CONJUNCTION WITH THE PART 1 OF THE APPLICATION FORM**

**IF YOU ARE HAND WRITING YOUR APPLICATION RATHER THAN AS A COMPUTER GENERATED DOCUMENT PLEASE COMPLETE THE FORM IN BLOCK CAPITALS**

|  |  |
| --- | --- |
| **Name:** |  |
| **Date:** |  |
| **Application for post of:** |  |

1. **ELIGIBILITY TO WORK IN THE UK:**

|  |  |
| --- | --- |
| **Are you a United Kingdom National (UK)?** | **Yes:**  **No:** |
| **If you have answered no to the above question, please select the category that relates to your current immigration status. This status will be subject to checking before interview.**  **Please supply details of any visa currently held, including number, start/expiry dates and details of any restrictions.**  **Does your visa have a condition restricting employment or occupation in the UK?** | EEA & Swiss Nationals:  EU Settlement Scheme  HSMP/Tier 1  Indefinite Leave to remain/enter  Work Permit/ “Skilled Worker” which has now replaced the Tier 2 (General)  Tier 5 Temporary Workers  Dependent / Spouse visa  Working Holiday Visa/Tier 5 Youth  Mobility  Refugee  Student  Visitor  Other, please specify below  Visa No:  Start Date:  Expiry Date:  Details of Restriction:  **Yes:**  **No:** |
| **If yes to the above question, please provide information regarding your current immigration status and details of restrictions.** | |
|  | |

**EEA Passports:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Austria  Belgium  Czech Republic  Cyprus  Denmark | Estonia  Finland  France  Germany  Greece | Hungary  Italy  Latvia  Lithuania | Luxembourg  Malta  Netherlands  Poland  Portugal | Slovakia  Slovenia  Spain  Sweden | Iceland  Liechtenstein  Norway  Switzerland |

***If you*** are ***an EU***, ***EEA*** or Swiss citizen who was resident in the UK by 31 December 2020, ***you*** and your family members (including children and non-***EU*** citizens) ***need*** to apply to the ***EU Settlement Scheme*** to continue living in the UK beyond 30 June 2021. If you’re an EU, EEA or Swiss citizen and you moved to the UK before it joined the EU, You only need to apply if you do not have indefinite leave to remain. EU citizens moving to the UK to work need to get a visa in advance. EU citizens applying for a skilled worker visa need to show they have a job offer from an approved employer sponsor to be able to apply.

1. **GENERAL:**

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| --- | --- | --- |
| **Do you possess a current clean driving licence?** | **Yes: □** | **No: □** |
| **Do you own a car?** | **Yes: □** | **No: □** |
| **How did you become aware of this post?**  *(Please state which publication or website or other)* |  | |
| **If you were offered the post, would the United Synagogue be your sole employer?**  *If NO, please give details:* | **Yes: □** | **No: □** |

1. **REHABILITATION OF OFFENDERS ACT 1974:**

**Please only complete this section if the role you are applying for involves working with children or vulnerable adults.**

Due to the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are ‘spent’ under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal. Disclosure of an offence will not necessarily be a bar to your appointment.

Any information given will be treated confidentially and will be considered only in relation to an application for positions to which the Order applies.

|  |  |
| --- | --- |
| **Have you at any time been convicted of any criminal offence?**  *If YES please give details, including nature and date(s) of offence(s):* | **Yes: No:** |
|  | |

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| --- | --- |
| **Have you ever had a child removed from your care or placed under supervision by a Local Authority or been disqualified from Registration under Schedule 9 of the Children Act?**  *If YES please give details, including nature and date(s) of offence(s):* | **Yes: No:** |
|  | |

|  |  |
| --- | --- |
| **Do you have any criminal charges or summonses pending against you?**  *If YES, please give details:* | **Yes: No:** |
|  | |

1. **DISABILITY:**

The Equality Act 2010 defines a disabled person as anyone who has or who has had a physical or mental impairment, which has a substantial long-term effect on their ability to carry out normal day-to-day activities. We ask all applicants to declare whether they have a disability in order that we can fulfil our commitment to make reasonable adjusts for interviewing disabled applicants.

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| **Taking this definition into account, do you consider you have a disability?**  *If YES, please describe any equipment or adaptations that may be needed:* | **Yes: □ No: □** |
|  | |

1. **EQUAL OPPORTUNITIES MONITORING:**

United Synagogue is committed to ensuring that job applicants are treated fairly and consistently and that no one is disadvantaged or discriminated against because of their gender, ethnicity, age, disability or any other personal characteristic, which has no bearing on their ability to do the job.

Information collected via recruitment monitoring helps the United Synagogue fulfil this commitment and assists greatly in the development and evaluation of employment policy generally. Information you provide will be treated in strict confidence and will not be seen by anyone involved in the selection process.

**Please tick the relevant boxes below:**

|  |  |
| --- | --- |
| **Gender:** | Female Male |

|  |  |
| --- | --- |
| **Faith / Religion:** | Jewish Buddhist Sikh Hindu Muslim  Christian None/Atheist Other please specify: |

|  |  |
| --- | --- |
| **Age:** | under 20 20-24 25-29 30-34 35-39  40-44 45-49 50-54 55-59 60-64 65 + |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ethnic Origin:** | | | | | |
| **White** |  | **Black or Black British** |  | **Chinese** |  |
| British  Irish | African  Caribbean  Any other Black, Black British, or Caribbean background | Chinese |
| Any other White background | (please specify): |  |
| (please specify): |  |  |
| **Mixed** |  | **Asian or Asian British** |  | **Other ethnic group** |  |
| White and Black Caribbean | Indian | Any other ethnic group |
| White and Black African | Pakistani | (please specify): |
| White and Asian | Bangladeshi |  |
| Any other mixed background | Any other Asian background |  |
| (please specify): | (please specify): |  |

1. **DECLARATION OF APPLICANT:**

|  |
| --- |
| **I certify that the answers given on this Application Form are true and complete, to the best of my knowledge.** |
| **Signature: Date:** |

*When completed, please return this form either by EMAIL* ***together with Part 1 of the Application Form*** *to:* [*hr@theus.org.uk*](mailto:hr@theus.org.uk) *In the event this is not possible, post to: HR Department, United Synagogue, 305 Ballards*



*Lane, London N12 8GB. Please note that if you are returning this form electronically and unsigned you will still be bound by the declaration.*