Text

Description automatically generated

Guidance Notes for Applicants

Please read the person specification & job description (available to download from the website) before completing the application form to assess whether you feel you are suitable for the role.

CVs will not be accepted as an alternative to completing the application form but may be attached alongside any other relevant documents which may support your application.

All appointments are subject to the receipt of at least two references which are satisfactory to the Trustees/Directors. We ask that you provide your current and/or most recent employers as referees; however, we recognise that in some cases, this is not always an option and will therefore accept references from someone who is able to testify to your skills and abilities, such as a teacher / lecturer or colleague. Please provide all details for referees as they will be contacted directly; you should ensure that those who you name as referees are willing to provide you with a reference.

If you require a work permit to work in the UK or if you are entitled to work under a spouse’s work permit, you must advise us of this fact and provide an expiry date for the permit. Under sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006, it is a criminal offence for the company to employ a person over the age of 16 who does not have the right to work in the UK. Therefore, successful candidates will be asked to produce documentation to verify their status.

Under the Equality Act 2010, we are legally obliged to consider making ‘reasonable adjustments’ to ensure that applicants with a disability are not disadvantaged in the recruitment process. Warwickshire Federation of Women’s Institutes (CIO) is committed to making, where ‘reasonable’, any adjustments you specify upon application or during the recruitment process.

Return completed application form to [admin@wfwi.co.uk](mailto:admin@wfwi.co.uk) before 12 noon on 18th April 2022



**Application form for applicants**

**Personal information (confidential)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Application for employment** | | | | | | | | |
|  | | | | | | | | |
| Return this form to: admin@wfwi.co.uk | | | | | | | | |
| Position applied for: | | | | | | | | |
| **Personal details** | | | | | | | | |
| Title: |  | | | | | | | |
| Name: |  | | | | | | | |
| Address: | | | | | | | | |
| Email: |  | | | | | | | |
| Telephone (landline): |  | | | | | | | |
| Telephone (mobile): |  | | | | | | | |
| National Insurance No: |  | | | | | | | |
|  | | | | | | | | |
| Do you hold a current driving licence? | | | | Yes | |  | No |  |
| Expiry date: | | | | | | | | |
| Details of endorsements (if none, please insert “N/A”) | | | | | | | | |
| Do you have a current right to work in the UK? | | | | Yes | |  | No |  |
| If no, please provide details. | | | | | | | | |
| **Education** | | | | | | | | |
| Please provide your education history here: | | | | | | | | |
| Schools/Colleges/University Qualification gained  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| **Employment history** | | | | | | | | |
| Name and address of employer(s) | | Job title and main duties | | | Date of departure and reason for leaving | | | |
|  | |  | | |  | | | |
| Please note here any other employment that you would continue with if you were to be successful in obtaining this role: | | | | | | | | |
|  | | | | | | | | |
| **References** | | | | | | | | |
| Please note here the names, company name (where applicable) and addresses of two persons from whom we may obtain both work and character references | | | | | | | | |
| 1. | | | 2. | | | | | |
| Please note here any membership you hold of professional bodies, including grade of membership or other relevant details: | | | | | | | | |
| **Personal development** | | | | | | | | |
| Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable: | | | | | | | | |
|  | | | | | | | | |
| **Criminal record** | | | | | | | | |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please note any criminal convictions except those 'spent', or otherwise ‘protected’, under the Rehabilitation of Offenders Act 1974. | | | | | | | | |
|  | | | | | | | | |
| **Data protection statement** | | | | | | | | |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, and by the referees you have noted. The Federation will treat all personal information with the utmost confidentiality and in line with current data protection legislation.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.  Should you be unsuccessful, all documents and information gathered will be securely disposed of. | | | | | | | | |
|  | | | | | | | | |
| **Declaration** | | | | | | | | |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Federation being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010). | | | | | | | | |
| **Signed:** | | | | | | | | |  | Date: |
|  | | | | | | | | |
| You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number. | | | | | | | | |

Please return to [admin@wfwi.co.uk](mailto:admin@wfwi.co.uk) before 12 noon on 18th April 2022