



together as one

Thank you for applying for this position with Aik Saath - Together As One. Your details will be treated with the strictest confidence. Please type or complete your form legibly in black ink, to allow for photocopying.

### Alternative Application Methods

If this form is not an appropriate application method for you because of an impairment or disability, please contact us and we will make alternative arrangements available.

### Data Protection

By providing the information contained within this application form, you are consenting to its use for the purpose of processing your application, assessing your performance in the future (should your application be successful) and monitoring the efficiency of our recruitment and other employment procedures. We reserve the right to validate all information entered on this form. If your application is unsuccessful, your details will be retained for three months.

DETAILS OF VACANCY	
Job Title	

PERSONAL DETAILS	
Surname	Mr/Mrs/Ms/Miss/Dr (delete as applicable)
Forenames	
Address	
Postcode	
Work Telephone	
Home Telephone	
Mobile Telephone	
Email Address	

**WORK PERMIT**

In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made.

<b>Do you require a work permit to work in the United Kingdom?</b>	Yes	No	(delete as applicable)
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<b>CURRENT/MOST RECENT EMPLOYMENT</b>			
Please give name of employer, job title, period of employment, and a brief description of duties undertaken. If you are a school leaver or recent graduate, please list work experience.			
<b>Job Title</b>			
<b>Employer's Name</b>			
<b>Employer's Address</b>			
<b>Start Date</b>		<b>End Date</b>	
<b>Salary</b>			
<b>Notice Required</b>			
<b>Brief Outline of Duties and Responsibilities</b>			
<b>Reason for Leaving</b>			

<b>PREVIOUS EMPLOYMENT</b>			
<b>Job Title</b>			
<b>Employer's Name</b>			
<b>Employer's Address</b>			
<b>Start Date</b>		<b>End Date</b>	
<b>Salary</b>			
<b>Brief Outline of Duties and Responsibilities</b>			
<b>Reason for Leaving</b>			

<b>PREVIOUS EMPLOYMENT</b>			
<b>Job Title</b>			
<b>Employer's Name</b>			
<b>Employer's Address</b>			
<b>Start Date</b>		<b>End Date</b>	
<b>Salary</b>			
<b>Brief Outline of Duties and Responsibilities</b>			
<b>Reason for Leaving</b>			

<b>PREVIOUS EMPLOYMENT</b>			
<b>Job Title</b>			
<b>Employer's Name</b>			
<b>Employer's Address</b>			
<b>Start Date</b>		<b>End Date</b>	
<b>Salary</b>			
<b>Brief Outline of Duties and Responsibilities</b>			
<b>Reason for Leaving</b>			

**PREVIOUS EMPLOYMENT (contd)**

<b>Job Title</b>			
<b>Employer's Name</b>			
<b>Employer's Address</b>			
<b>Start Date</b>		<b>End Date</b>	
<b>Salary</b>			
<b>Brief Outline of Duties and Responsibilities</b>			
<b>Reason for Leaving</b>			

<b>SECONDARY AND FURTHER EDUCATION AND TRAINING</b>		
School/College/University/Trainer	Dates attended	Courses attended / Exams taken / Professional Qualifications / NVQs / Training Courses (include grades attained)

**ADDITIONAL INFORMATION**

With specific reference to the headings in the **person specification** and the details of the **job description**, please tell us how you feel your particular skills and experience match up to the requirements of the job. Continue on separate sheets if necessary.

<b>HEALTH RECORD / CRIMINAL RECORD</b>			
Have you any medical condition which might affect your ability to carry out the responsibilities of this post or which has been a factor in previous employment?	Yes	No	(delete as applicable)
	If Yes please give further information.		
Have you been convicted of any criminal offences which are <u>not yet spent</u> under the Rehabilitation Of Offenders Act 1974?	Yes	No	(delete as applicable)
	If Yes please give further information.		
Are you facing any criminal prosecutions?	Yes	No	(delete as applicable)
	If Yes please give further information.		

<b>REFERENCES</b>	
Please give the names and addresses of two referees, one of whom should be your present or most recent employer. Your referees will not be contacted prior to interview or without your permission.	
Name	Name
Position	Position
Company	Company
Address	Address
Telephone	Telephone
Email	Email
May we contact this referee: <input type="checkbox"/> At any time <input type="checkbox"/> Only after offer of employment	May we contact this referee: <input type="checkbox"/> At any time <input type="checkbox"/> Only after offer of employment

<b>DECLARATION</b>	
<p>To the best of my knowledge, the information I have given on this form is correct and complete. All questions relating to me have been accurately and fully answered and I possess all the qualifications which I claim to hold. I am entitled to work in this country and hold a relevant UK, EU or EEA passport, birth certificate, NI number, work permit or other relevant documentation and can produce on demand of Aik Saath. I understand that submitting false information or withholding relevant information on this form may lead to my application being rejected or, if I am appointed, will constitute grounds for dismissal.</p>	
<b>Signed</b>	<b>Date</b>

Please return this completed application form and the equal opportunities monitoring form by **5pm, Friday 14th June 2019**

Applications received after this can not be considered.

Applications should be emailed to [info@aiksaath.com](mailto:info@aiksaath.com) or by post to:

Rob Deeks  
Aik Saath - Together As One  
29 Church Street,  
Slough  
SL1 1PL

**Note:** If applying by email your signature will be required on this application form if you are invited to an interview. If you decide to email your completed application form to us, please remember that email is not a secure form of communication.



## EQUAL OPPORTUNITIES MONITORING

**On receipt, this section will be detached from the main body of the application form and will not form any part of the selection process.**

Aik Saath is committed to the promotion of equal opportunities and the elimination of discrimination experienced by people on the grounds of gender, race, disability, sexual orientation, age, religious belief, history of illness, needs of dependants and/or parenthood.

The information collected will be treated in the strictest confidence and will only be used for the purpose of monitoring and furthering Aik Saath's equal opportunities policy.

Application for the post of **Project Worker**.

Gender	Male	<input type="checkbox"/>	Age	18-24	<input type="checkbox"/>
	Female	<input type="checkbox"/>		25-34	<input type="checkbox"/>
		<input type="checkbox"/>		35-44	<input type="checkbox"/>
		<input type="checkbox"/>		45-54	<input type="checkbox"/>
		<input type="checkbox"/>		55-64	<input type="checkbox"/>
		<input type="checkbox"/>		65+	<input type="checkbox"/>

Ethnic origin:

Do you consider yourself to have a disability? Yes/No

Are you registered as a disabled person? Yes/No

If invited for interview, would you have any special requirements? Please give details

Do you have any dependants? Yes/No

### **HOW DID YOU FIND OUT ABOUT THIS JOB?**

- Newspaper. Please specify: \_\_\_\_\_
- Word of Mouth
- Aik Saath Website
- Charity Job
- Other. Please specify: \_\_\_\_\_