



LIMEHOUSE PROJECT

RAISING ASPIRATIONS | CHANGING LIVES

JOB APPLICATION FORM

Note: if you have difficulty reading this form and would like help, please call us. We will be happy to assist you.

*Please complete in full **all sections** of this application form using **black ink or type**. We are not usually able to acknowledge applications. If you are shortlisted for this position you will be contacted prior to the interview date shown in the advertisement. If you do not hear from us by then, please assume we will not be taking your application further.*

Job applied for: _____

Reference No. _____

Department: _____

Closing date: _____
(DD/MM/YYYY)

How did you hear about this job? If you saw an advert, please specify the publication.

PERSONAL DETAILS

Title/preferred form of address (e.g. Miss, Mr, Dr, etc.): _____

Surname: _____ First names: _____

Address: _____

_____ Post Code: _____

Tel No. (home): _____

Tel No. (Work): _____

Email: _____

Please quote your National Insurance No.

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In what languages are you proficient (or better)?

Language	Speak?	Read?	Write?	Please enter your proficiency level.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

EDUCATION AND TRAINING (please continue on separate sheet if necessary)

Please specify any relevant training you have received or courses you have attended (give dates).

Continue on separate sheet if necessary.

Schools, colleges, etc. attended since age 13 years	Date of graduation (MM/YY)	Qualifications		
		Subject	Grade	Dates (MM/YY)



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		Subject	Grade	Dates (MM/YY)

Note: you may be required to provide evidence of qualifications if asked to attend an interview.

Are you a member of any professional organisation? Yes No

If so, please share the organisation's or organisations' name(s) as well as status(es) and dates.

Organisation Name	Status	Dates (MM/YY)

EMPLOYMENT HISTORY

What is your current or most recent salary? £ _____ per _____ (e.g., per year)

Most recent job

Employer Info	Job Title	Dates (MM/YY)	
Organisation:		From:	To:
Supervisor name:	Reason(s) for leaving:		
Supervisor email:			
Brief description of duties:	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Other jobs

Employer Info	Job Title	Dates (MM/YY)	
Organisation:		From:	To:
Supervisor name:	Reason(s) for leaving:		
Supervisor email:			
Brief description of duties:	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		



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Employer Info	Job Title	Dates (MM/YY)	
Organisation:		From:	To:
Supervisor name:	Reason(s) for leaving:		
Supervisor email:			
Brief description of duties:	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer Info	Job Title	Dates (MM/YY)	
Organisation:		From:	To:
Supervisor name:	Reason(s) for leaving:		
Supervisor email:			
Brief description of duties:	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer Info	Job Title	Dates (MM/YY)	
Organisation:		From:	To:
Supervisor name:	Reason(s) for leaving:		
Supervisor email:			
Brief description of duties:	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer Info	Job Title	Dates (MM/YY)	
Organisation:		From:	To:
Supervisor name:	Reason(s) for leaving:		
Supervisor email:			
Brief description of duties:	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer Info	Job Title	Dates (MM/YY)	
Organisation:		From:	To:
Supervisor name:	Reason(s) for leaving:		
Supervisor email:			
Brief description of duties:	May we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		



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REFERENCES

Please provide **two** references. One must be from your present or most recent employer. Your second reference should ideally be a previous employer. References should not be friends, relatives, or immediate colleagues. If this is your first appointment, one reference should be from your Headteacher, lecturer, or similar. References will be contacted before an offer of employment is made.

<i>Current/Most Recent Employer</i>	<i>Second Reference</i>
Name:	Name:
Organisation:	Organisation:
Job title of reference:	Job title of reference:
Business address:	Business address:
Email:	Email:
Business tel. no.	Business tel. no.
In what capacity do you know this person?	In what capacity do you know this person?
May we approach them at this stage? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we approach them at this stage? <input type="checkbox"/> Yes <input type="checkbox"/> No



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SKILLS & EXPERIENCE

This section provides an opportunity to describe your experience and skills that are relevant to the position for which you are applying. You should refer to the job description and person specification, ensuring that you highlight any information that demonstrates your suitability for the position. It may be appropriate to type and attach this section.

Think carefully about how you meet the job requirements, considering your achievements and experience gained in paid and/or voluntary employment, outside interests and any relevant activities. This information is an important part of the selection process and should be completed by both internal and external applicants.



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SKILLS & EXPERIENCE (continued)

Continue on a separate sheet if necessary.



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FURTHER INFORMATION

What period of notice is required by your present employer? _____

Please state any dates over the coming weeks when you will not be available for interview.

Do you have a current, clean driving licence? Yes No

Do you have the use of a car during working hours? Yes No

Do you consider yourself disabled? Yes No

Are you related to any of the Limehouse Project Management Committee members or staff? Yes No

If yes, please specify: _____

This information is needed to ensure all applicants who have a disability and meet the essential criteria for this position are offered an interview.

Have you been convicted of any criminal offences that are unspent under the Rehabilitation of Offenders Act 1974? Yes No

If the answer is yes and you are successfully shortlisted, you will be expected to provide the penal with details of the conviction(s).

Do you require a work permit for this employment? Yes No

Please check which of the below document(s) you have that confirms your eligibility to work. Note that you will need to provide the relevant document if asked for it in the interview.

UK Birth Certificate

Passport

Work Permit

Travel Document

Please state the number of sickness days you have had in the last two years and the number of occurrences.

The information I have provided on this application form is, to the best of my knowledge, correct. I understand that deliberately falsifying or withholding information may result in my dismissal if appointed.

Signed: _____

Dated: _____

Please send this application to Fahad Ahmed at f.ahmed@limehouseproject.org.uk.
Limehouse Project, 789-791 Commercial Road, UNIT 2 St Anne Street, London E14 7HG