Southall Black Sisters
21 Avenue Road, Southall, Middlesex, UB1 3BL
T: 020 8571 9595 · E: info@southallblacksisters.co.uk
www.southallblacksisters.org.uk

Application for employment Return this form to: hr@southallblacksisters.co.uk		
Vacancy applied for:		
Where did you hear about this vacancy?		
Personal details		
Title:		
Name:		
Address:		
Email address:		
Telephone (landline):		
Telephone (mobile):		
Do you currently have the right to work in the UK?		
If no, please provide details.		
Education		
Please provide your education history here		
School/College/University/Provider	**Qualification(s) gained**	

Current Employment			
Name and address of employer	**Job title and main duties**		
Notice period	***Please indicate when you would be able to take up this post if you were to be successful in your application***		
Employment history			
Name and address of employer(s)	Job title and main duties	Dates	Reason for leaving
	If you need additional space, continue typing and this box will expand automatically		

Language skills

Please provide details of your language skills, indicating your level of oral and written proficiency as poor, good, very good or fluent.

Language	Oral proficiency	Written proficiency

Personal Statement

Please write a concise statement giving details of your suitability for this post. Please give examples of how your experience, knowledge and skills meet the criteria in the Person Specification.

If you need additional space, continue typing and this box will expand automatically. However, your supporting statement should not exceed 2 sides of A4.

Southall Black Sisters deals with issues affecting mainly Black and minoritised women. Please indicate your awareness and understanding of the main issues faced by Black and minoritised women in Britain today.
If you need additional space, continue typing and this box will expand automatically.

References *Please note here the names, company name (where applicable) and addresses of two persons from whom we may obtain work references. One reference should be from your current or last employer.*	
1.	**2.**

Accessibility *Please tell us if there is anything we need to know in order to provide you with a fair interview*

Data Protection
Information from this application may be processed for purposes registered by the employer under the Data Protection Act 2018. Individuals have, on written request and on payment of a fee, the right of access personal data held about them. I hereby give my consent to Southall Black Sisters processing the data supplied in this form for the purpose of recruitment and selection. If I am offered employment, I consent to my information being held and processed by Southall Black Sisters or its agents in accordance with the Data Protection Act 2018. If I am not offered employment, I understand my information will be held by Southall Black Sisters for 2 years in the event my skills may be suitable for an alternative role within the organisation. After two years my information will be securely destroyed.

Signed		Dated	

Declaration
I certify that the information I have provided in this form and in any related documents is complete and accurate in all respects. I authorise Southall Black Sisters to disclose any of this information to its agents, carry out reference checks, and verify the information I have provided. I understand that, should the facts given by me be inaccurate or untruthful, Southall Black Sisters will be entitled to withdraw any offer, or terminate my employment without notice. I understand that my job offer will be subject to proof of entitlement to work in the UK, receipt of satisfactory references, an Enhanced DBS Check, and the first six months of my employment will be on a probationary basis.

Signed		Dated	