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| **JOB APPLICATION FORM**   |  |  | | --- | --- | | For the position of |  | | J:\New Logo, Letterhead and House Style\LOGO - OUR TREE OF LIFE\cropped LOGO OUR TREE OF LIFE big.jpg |

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| **HOW TO FILL IN THIS FORM** |
| When filling out this application form please:   * Answer all the questions * Type or write in black ink or ball-point as this form will be photocopied * Continue on additional sheets if there is insufficient space   **The information that you provide on this form will be used to make our initial selection. It is important that you relate your skills and experience to the criteria in the Person Specification of the job for which you are applying.**  Finchley Reform Synagogue is committed to equal opportunities in the recruitment, training and retention of its employees. Please tell us if there are any adjustments we need to make which would enable you to compete fairly for this job. |

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| **PERSONAL DETAILS** | | | | | |
| Surname |  | | Forename(s) |  | |
| Title |  | |  | | |
| Street |  | | | | |
| Town/City |  | | | | |
| County |  | | | | |
| Postcode |  | | Mobile Number |  | |
| Home Tel: |  | | Work Tel: |  | |
| Email |  | | | | |
| Date from which you are available to work (DD/MM/YYYY) | | | | /    / | |
| Nationality | | | |  | |
| Salary Expectation | | £ | Current/Last Salary | | £ |
| How did you learn about this vacancy? | | | | | |
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| **EMPLOYMENT HISTORY** | | | |
| Please list in order (most recent job first) the organizations you have worked for both full time and part time, paid or unpaid, including relevant voluntary work. | | | |
| From | To | Employer | Job Title/Main Duties |
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| **EDUCATION & TRAINING** | |
| Please include details of studies undertaken and qualifications obtained from secondary education onwards | |
| School/College | Qualifications and grades gained |
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| **MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS AND INSTITUTIONS** | | |
| Name of Association/Institute | Grade/Class of membership and  Registration or membership number | Date |
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| **HEALTH** |
| Do you have any physical, learning or mental health conditions which could affect your ability to perform the particular Job for which you are applying?  If yes, please provide details of reasonable adjustments that we might be able to make to help you do your job.    If **YES**, please describe (below) how you feel you would be able to perform the job |
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| **REFERENCES** | |
| Please give the details of two people who are familiar with your abilities and are willing to act as a referee, one of whom should be your current or recent employer. We will only take up references if we intend to offer you the position. | |
| **Referee 1**   |  |  |  | | --- | --- | --- | | Name |  | | | Position |  | | | Street |  | | | Town/City |  | | | County |  | | | Postcode |  |  | | Email |  | | | **Referee 2**   |  |  |  | | --- | --- | --- | | Name |  | | | Position |  | | | Street |  | | | Town/City |  | | | County |  | | | Postcode |  |  | | Email |  | | |

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| **DECLARATION** |
| Should your application be successful, it is Finchley Reform Synagogue’s policy to submit all employees for clearance by the Disclosure and Barring Service. In compliance with amendments made to the Asylum and Immigration Act 1996, we require all applicants to provide evidence that they are legally permitted to work in the UK. |
| **I confirm that to the best of my knowledge and belief, the information I have given is correct and I understand that any contract offered to me is based on the information provided.**   |  |  |  |  | | --- | --- | --- | --- | | **Signed** |  | **Date** (DD/MM/YY) | /    / |   **Please note: Information provided on this form may be retained on computer if you are employed by Finchley Reform Synagogue.** |



Sam Clifford

Finchley Reform Synagogue

Rubens House

184, Ballards Lane

North Finchley N3 2NB

Sam.clifford@frs.org.uk

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|  | |  |  | | --- | --- | | **Rehabilitation of Offenders Act 1974 and Safeguarding Vulnerable Groups Act 2006** | | | Please note that in accordance with the Safeguarding Vulnerable Groups Act 2006, this role involving working with children requires you to declare any criminal convictions (including cautions) regardless of whether or not they would be considered spent in other circumstances. | | | Have you ever been convicted of a criminal offence? | Yes  No | | Are there any alleged offences outstanding against you? | Yes  No | | If ‘YES’ to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. | |  |  |  |  | | --- | --- | --- | | **Declaration by Applicant** | | | | **Safeguarding and Welfare of children** | | | | Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated? | | Yes  No | | If you have answered ‘YES’ to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope (or in a password-protected email attachment) marked confidential and attach it to your application form. | | | | **Disciplinary Record** | | | | Are you (or have you ever been) dismissed from, or given a final warning in, a post involving working with children for alleged misconduct or resigned in the face of such allegations? | | Yes  No | | If ‘YES’, please give details: |  | | | Have you ever been barred from working with children? | | Yes  No | | If ‘YES’, please give details: |  | |   **General Data Protection Regulations**  **Job Applicants**  FRS is committed to safeguarding the privacy of our members, website users and other individuals about whom we may collect personal data.  We understand the importance of maintaining individuals’ privacy, keeping personal information secure and complying with all applicable data protection laws.  FRS collects personal data only for identified and lawful purposes. We endeavor to limit data collection to what is necessary for the purpose for which the personal data is collected.  Finchley Reform Synagogue is the data controller of any personal information you provide to us, registered address: 101 Fallow Court Avenue, North Finchley, London, N12 0BE  Our Data Protection Statement can be found here: https://www.frs.org.uk/frs-data-protection.html  **Collection of personal data: Job Applicants**  Most of the personal data we collect as part of our recruitment process is provided by you such as:   * Contact details (name, address, email, telephone number); * Areas of interest; * CV, experience, education, academic and professional qualifications; * Diversity and equal opportunities data; * Pre-employment screening information if your application is successful; * Bank account details if your application is successful.   We create personal data in connection with our recruitment activities such as:   * Interview and assessment results and feedback; and * Offer details.   We obtain personal data from third party sources such as:   * References from your named referees; * Information from your referrer (where applicable); * Results of Disclosure and Barring Service checks (depending on the role applied for); * Verification of information provided during the recruitment process by contacting relevant third parties (for example, previous employers, education and qualification providers) or using publicly available sources (for example, to verify your experience, education and qualifications).   We process personal data for our legitimate interests to attract and secure the best talent to work with us as follows:   * To screen and select talent by evaluating your suitability for employment with FRS, including through interviews and assessments and conducting background checks. * To hire and onboard talent by making an offer to successful applicants and carrying out pre-employment screening checks.   We collect and use information about race and ethnicity, and health data for the following purposes:   * For health and social care purposes, including to comply with our legal obligation to make reasonable adjustments (for example, as a result of the outcome of a pre-employment medical assessment). * To identify or keep under review the existence or absence of equality of opportunity or treatment.   We retain personal data processed in connection with our recruitment activities as follows:   * If your application is successful we will retain relevant personal data as part of your employee record. * If your application is unsuccessful, we will retain and use the information you provided to FRS as part of your application for a reasonable period of time to deal with any matter which may arise in connection with your application, for purposes of contacting you regarding other employment opportunities and for our legitimate business purposes (for example, to make sure we do not contact an individual about a role they have already applied for) |