



WITHAM BB

FAITH IN YOUNG PEOPLE

FUN FRIENDSHIP FAITH FULLNESS

EMPLOYMENT APPLICATION FORM

Please complete all sections of the form in black ink and in full and return by the the specified closing date. 2nd Witham Boys' Brigade & Girls' Association is working towards equal opportunities in employment. We aim to ensure that no applicant or employee receives less favourable treatment on the ground of race, colour, nationality, ethnic or national origin, sex, age or disability. Seperate sheets may be attached if there is insufficient space on the form.

This role will require an Enhanced Disclosure from the Disclosure & Barring Service.

Position Applied For:

Part Time Administrative & Finance Assistant (12 hours per week)

Closing Date:

Noon, Friday 18th January 2019

Interview Date:

Will be arranged with Candidate(s)

How did you hear about the post:

Are you eligible to work in the UK?

YES or NO?

Title:

First Name:

Surname:

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Address:

City/Town:

Post Code:

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Email:

Phone (Daytime):

Phone: (Evening)

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Experience:

Office: Witham Boys' Brigade, Joseph's Barn, Wood End Farm, Hatfield Road, Witham, Essex, CM8 1EH

Telephone: 01376 520 400

Registered Charity No: 1098237

Email: admin@withambb.org.uk

Web: withambb.org.uk

Registered Office: 2nd Witham Boys' Brigade, 184 Enterprise Court, Eastways, Witham, Essex, CM8 3YS

Education & Qualifications Obtained:

(Please give details of your education and qualifications, including institutions attended, period of study, subjects studied, grades obtained and date of award as appropriate.)

Qualifications to be Obtained:

(Please give details of examinations for which you are now awaiting results of, qualifications for which you are currently studying, including the expected date of completion)

Motivation:

(Why are you considering working for Witham BB?)

What do you know about Witham BB?

Describe your personal outlook on life. What inspires and delights you? What sort of person are you? What do you hope to get from your employment with Witham BB?

Previous Employment (in chronological order):

Name of Employer:

Position:

Dates:

<i>Name of Employer:</i>	<i>Position:</i>	<i>Dates:</i>
1. 2. 3. (add more if needed)		

Professional References:

Name of Reference:

Position/Relationship:

Contact Info:

<i>Name of Reference:</i>	<i>Position/Relationship:</i>	<i>Contact Info:</i>
1. 2. 3. (add more if needed)		

Health:

(List any serious illnesses you have had, with dates)

<p><i>Do you suffer from any recurring illness or allergy? If so, what?</i></p> <p><i>How many days have you been off work / education with sickness over the past two years and what illness did you have?</i></p>

I confirm that the information provided on this form is correct and understand that any misrepresentation or omission may render me liable to dismissal. If engaged. I understand that if offered an interview, I may be asked to complete a pre-employment medical questionnaire and agree to undergo a medical examination, if required. I also understand that if I am offered this role, any appointment will be subject to an enhanced disclosure certificate from the DBS. A criminal record is not necessarily a bar to obtaining a position.

Signature of Applicant:

Date:

Thank you for your interest in this post.
Please return this application form to:

Jason Pheifer, Programme Director
Witham BB, 1-2 Joseph's Barn
Woodend Farm, Hatfield Road
Witham, Essex CM8 1EH

jason@withambb.org.uk

If you are returning this via Email, you will be asked to sign your application at interview. We would prefer if this application were sent by Email.