

### Application for employment: WB 2021 Logistics and Admin Assistant

**Personal Details**

|  |  |
| --- | --- |
| Surname |  |
| Forename(s) |  |
| Address |  |
| Home telephone |  |
| Mobile telephone |  |
| e-mail address |  |

# Declaration subject to the Rehabilitation of Offenders Act 1974

|  |  |
| --- | --- |
| Have you ever been convicted of a criminal offence? |  |

|  |  |
| --- | --- |
| If yes, please give details of offences that are not spent. |  |

|  |  |
| --- | --- |
| Have you ever been known to any local or international authorities as being a risk or potential risk to children and vulnerable adults? | YES / NO  (if Yes, please provide further information below): |
|  |  |
| Have you been the subject of any informal action, disciplinary investigation and/or sanction by any organisation due to any misconduct or concerns about your behaviour towards children and vulnerable adults? | YES / NO  (if Yes, please provide further information) |
|  | |
| Do you consent to the disclosure of any information by your former employers during your reference check . Pls provide relevant additional referee/s contact detail in below section. | YES / NO  (if Yes, please provide further information) |
|  | |

**Present (or most recent) Employment**

|  |  |
| --- | --- |
| Name of Employer |  |
| Address |  |
| Position held |  |
| Period of employment |  |
| Current salary |  |
| Main duties and responsibilities |  |
| Reason for leaving |  |

**Previous Employment**

*\*Please complete beginning with the most recent and explain any gaps.*

|  |  |
| --- | --- |
| **Employer** |  |
| Position held |  |
| Period of employment |  |
| Main duties and responsibilities |  |

|  |  |
| --- | --- |
| **Employer** |  |
| Position held |  |
| Period of employment |  |
| Main duties and responsibilities |  |

|  |  |
| --- | --- |
| **Employer** |  |
| Position held |  |
| Period of employment |  |
| Main duties and responsibilities |  |

|  |  |
| --- | --- |
| **Employer** |  |
| Position held |  |
| Period of employment |  |
| Main duties and responsibilities |  |

|  |  |
| --- | --- |
| **Employer** |  |
| Position held |  |
| Period of employment |  |
| Main duties and responsibilities |  |

|  |  |
| --- | --- |
| **Employer** |  |
| Position held |  |
| Period of employment |  |
| Main duties and responsibilities |  |

**Education, Qualifications and Training**

**\****Please complete beginning with the most recent.*

|  |  |
| --- | --- |
| **Degree/Course Title** |  |
| Qualification Awarded |  |
| Name of University/College |  |
| Location |  |
| Dates Attended |  |

|  |  |
| --- | --- |
| **Degree/Course Title** |  |
| Qualification Awarded |  |
| Name of University/College |  |
| Location |  |
| Dates Attended |  |

|  |  |
| --- | --- |
| **Degree/Course Title** |  |
| Qualification Awarded |  |
| Name of University/College |  |
| Location |  |
| Dates Attended |  |

**Details of other (relevant) training courses**

**Supporting Statement**

Please explain why you are applying for this post and explain how you fulfil the requirements detailed in the **Person Specification**. This will be the key factor in determining the candidates who will be invited for interview. You should refer to work experience, qualifications, voluntary work and other experience you consider relevant.

|  |
| --- |
|  |

**References**

Please provide details of two people who may be approached for references.

|  |  |
| --- | --- |
| **Name** |  |
| Job Title and Affiliation |  |
| Email Address |  |
| Telephone Number |  |
| Relationship to You |  |

|  |  |
| --- | --- |
| **Name** |  |
| Job Title and Affiliation |  |
| Email Address |  |
| Telephone Number |  |
| Relationship to You |  |

|  |  |
| --- | --- |
| May we contact your referees before interview? |  |

|  |  |
| --- | --- |
| Where did you see this job advertised? |  |

**Statement**

I confirm that the information given in this form is true and complete. I understand that the information may be entered onto a computer and that under the terms and conditions of the Data Protection Act will be treated in a secure and confidential manner.

**Signature: Date:**

Do write **“Application- WB 2021 Logistics and Admin Assistant”** in the email subject line. **Do not attach CVs or any other documents**. Only shortlisted applicants will be contacted. Also read our Privacy statement under GDPR below.

**PRIVACY NOTICE FOR APPLICANTS**

**Data controller**

The data controller is Medical Aid for Palestinians, 33a Islington Park Street, London, N1 1QB.

**Why we collect and use your data**

The information you provide when applying for a post here / agreeing to work here will be used in the following ways:

* To recruit and appoint our staff
* To support and manage our staff and to discharge our contractual obligations
* To maintain our accounts and records, including payroll
* To manage our activities
* To fulfil our legal obligations, including checking your right to work and engaging with HMRC over income tax and national insurance

If you are not willing to provide all the information requested, we will be unable to process your application.

**How we will hold and take care of your Information**

* in considering your application, MAP will treat the information given in this form in confidence;
* not disclose information to any third party (apart from trustees if they are involved with the recruitment process) without your prior agreement;

**Retention of data**

You have the right to request to see all the information held about you on any record at MAP. We retain the details of all unsuccessful applicants for positions at MAP for six months from the date of the advertisement. If you do not wish us to retain your details in this way, please let us know and we will dispose of your application form after the recruitment process is over.