

**UNITED SYNAGOGUE JOB APPLICATION FORM PART 1**

**PLEASE COMPLETE THE FORM IN BLOCK CAPITALS**

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| **Application for the**  **Post of:** |  | **Department/**  **Synagogue:** |  |

# PERSONAL DETAILS:

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| --- | --- | --- | --- | --- | --- |
| **Surname:** |  | | **Title:** |  | |
| **Forenames:** |  | | | | |
| **Former names:** |  |  | | |  |
| **Address including post**  **code:** |  | | | | |
| **Home Tel No:** |  | | **Mobile No:** |  | |
| **Work telephone No:** |  | | **May we contact you at work?** | Yes: No: | |
| **Email Address:** |  | |  |  | |

1. **EMPLOYMENT HISTORY:**

**CURRENT OR MOST RECENT POSITION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer:** |  | **Type of**  **Business:** |  |
| **Address including postcode:** |  | **Salary:** |  |
| **Job Title:** |  | **Start Date:** |  |
| **Notice Required (weeks):** |  | **Leave Date**  **(if applicable):** |  |
| **Brief Description of Duties & Responsibilities**: | | | |
|  | | | |
| **Why do you wish to /did you leave this position?** | | | |
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**PREVIOUS APPOINTMENTS & VOLUNTEERING OPPORTUNTIES. This summary needs to cover your full**

**history since leaving education. *(Most recent first)*: Please continue on a separate sheet if necessary**

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| --- | --- | --- | --- | --- | --- |
| **Employer:** |  | | | | |
| **Address:** |  | | | | |
| **Start Date:** | **/ /** | **Job Title:** |  | **Salary:** | **£** |
| **Leave Date** | **/ /** | **Reason for**  **Leaving:** |  | | |
| **Brief description of Duties:** | | | | | |
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|  | | | | | |
| **Employer:** |  | | | | |
| **Address:** |  | | | | |
| **Start Date:** | **/ /** | **Job Title:** |  | **Salary:** | **£** |
| **Leave Date** | **/ /** | **Reason for**  **Leaving:** |  | | |
| **Brief description of Duties:** | | | | | |
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| **Employer:** |  | | | | |
| **Address:** |  | | | | |
| **Start Date:** | **/ /** | **Job Title:** |  | **Salary:** | **£** |
| **Leave Date** | **/ /** | **Reason for**  **Leaving:** |  | | |
| **Brief description of Duties:** | | | | | |
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|  | | | | | |
| **Employer:** |  | | | | |
| **Address:** |  | | | | |
| **Start Date:** | **/ /** | **Job Title:** |  | **Salary:** | **£** |
| **Leave Date** | **/ /** | **Reason for**  **Leaving:** |  | | |
| **Brief description of Duties:** | | | | | |
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# PLEASE EXPLAIN ANY GAPS IN YOUR EDUCATION AND EMPLOYMENT HISTORY

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| --- | --- | --- | --- | --- | --- |
| **Gap start date:** | **/ /** | **Gap end date:** | **/ /** | **Explanation**  **of gap:** |  |
| **Gap start date:** | **/ /** | **Gap end date:** | **/ /** | **Explanation**  **of gap:** |  |
| **Gap start date:** | **/ /** | **Gap end date:** | **/ /** | **Explanation**  **of gap:** |  |
| **Gap start date:** | **/ /** | **Gap end date:** | **/ /** | **Explanation**  **of gap:** |  |
| **Gap start date:** | **/ /** | **Gap end date:** | **/ /** | **Explanation**  **of gap:** |  |

# EDUCATION & TRAINING

**SECONDARY / FURTHER EDUCATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date from** | **Date to** | **School / College / University** | **Qualification title including awarding body** | **Grade achieved** |
| **/** | **/** |  |  |  |
| **/** | **/** |  |  |  |
| **/** | **/** |  |  |  |
| **/** | **/** |  |  |  |
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**RELEVANT TRAINING, QUALIFICATIONS & MEMBERSHIPS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title of training / qualification** | **Date completed** | | **Training provider /**  **Awarding body** | | **Results if applicable\*** |
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| **Professional body title** | | **Date of membership** | | **Membership type** | |
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**\**Copies of relevant certificates will be requested at interview.***

# ADDITIONAL VOLUNTARY EXPERIENCE AND OTHER INTERESTS

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1. **PERSONAL STATEMENT:**

Using the role person specification, please give details of your relevant skills, experience, knowledge and achievements, demonstrating how you meet the requirements of this post. Please continue on a separate sheet if necessary.

***\* You may continue on only one side of A4 paper, which must be attached to this application form.***

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# INTERVIEW DATES

**In the event you are shortlisted, please advise of any dates you would** be **unable to attend an interview:**

1. **REHABILITATION OF OFFENDERS ACT 1974:**

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| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](https://unlock.org.uk/wp-content/uploads/misc/What-will-be-filtered-by-the-DBS.pdf).  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. |

1. **DECLARATION:**

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| I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to:  a) references which are satisfactory to the United Synagogue  b) a satisfactory DBS certificate and check of the Barred list (where applicable)  c) the entries on this form proving to be complete and accurate  d) a satisfactory medical report, if appropriate.  **Signature:**  **Date:** ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **For roles working with children and/or vulnerable adults**  I confirm that I have not been disqualified from working with children and / or vulnerable adults, cautioned or sanctioned in this regard.  **Signature:**   **Date:** |

When completed, please return this form either by EMAIL **together with Part 2 of the application form** to: [hr@theus.org.uk](mailto:hr@theus.org.uk) In the event this is not possible, post to: HR Department, United Synagogue, 305 Ballards Lane, London N12 8GB. Please note that if you are returning this form electronically and unsigned you will still be bound by the declaration.