

**BANGLADESHI PARENTS AND CARERS ASSOCIATION**

**For Office Use Only**

**Ref………………**

**Promoting Choice and Independence**

**Registered Charity No. 1082770**

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| **POST APPLIED FOR** | **DATE** |
|  |  |

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| **How did you become aware of this vacancy?** |
| **Please give the name of the publication:** |
| **PERSONAL DETAILS** |
| **First Name:** |
| **Surname:** |
| **Address:** |
| **Post Code:** |
| **Tel No (Day):** |
| **Mobile No:** |
| **Email Address:** |
| **National Insurance Number:** |

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| **EDUCATIONAL HISTORY**Please provide details of any examinations passed with dates, qualifications gained and any other training/courses attended, which you may be relevant to this post. Please start with the most recent. |
| **School/College/University** | **FROM** | **TO** | **COURSE TITLE** | **SUBJECT(s)** | **RESULT** |
|  |  |  |  |  |  |

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| **EMPLOYMENT HISTORY**Please give details of your employment. Please start with the most recent. Continue on a separate sheet if necessary. |
| **Date from:** **To:**  | **Name and Address of Employer:** |
| **Post and Grade** | **Annual Gross Salary** | **Notice Required** |

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| **PREVIOUS EMPLOYMENT** |
| **Name and address of employer** | **PT or FT** | **Job Title and Brief Details of Duties** | **From** | **To** |
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| **EXPERIENCES AND SKILLS**Please refer to the Job Description and Person Specification and tell us what you think you can bring to this post and why you think you are suitable for the post. Be sure to include relevant achievements. Continue on a separate sheet if necessary. |
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| **INTEREST, HOBBIES AND VOLUNTARY WORK**Please list any interests outside work and any additional skills you possess. |
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| **REFERENCES**Please give details of two referees who can comment on your work and abilities. One should be your most recent employer. |
| **First Referee** | **Second Referee** |
| **Name:** | **Name:**  |
| **Position:** | **Position:** |
| **Address:** | **Address:** |
| **Post Code:** | **Post Code:** |
| **Tel:** | **Tel:** |
| **Email:** | **Email:** |
| **Please indicate if References may be taken up immediately**  | **Yes / No** |

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| **CONFIDENTIAL PERSONAL INFORMATION** |
| **Do you require permission/work permit to take up employment in the UK?****(Immigration and Asylum Act 1996)**  | **Yes / No** |
| **Have you ever been convicted in a Court of Law?****(Declaration subject to Rehabilitation of Offenders Act 1974)**  | **Yes / No** |
| **If Yes, please give details:** |
| **Please add any other personal information you consider relevant to your application:** |

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| **DECLARATION** |
| **I declare that, to the best of my knowledge the information given in this application is true and accurate. I understand that should I conceal any material fact, or falsify any information, this may be considered sufficient cause for rejection or if employed, immediate dismissal.** |
| **Signature:** | **Date:** |

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| **Please return the completed form to:****info@bpcaonline.org.uk** **OR Post to address below****BANGLADESHI PARENTS AND CARERS ASSOCIATION****St. Margaret’s House, 21 Old Ford Road, Bethnal Green,** **London E2 9PL** |



**Equal Opportunities Monitoring Form**

The Bangladeshi Parents & Carers Association is an equal opportunities employer. We are committed to eliminating discrimination and increasing equality of opportunity in all aspects of our work. We will strive to ensure that our appointments procedure is fair and unbiased and that offers of employment will be made solely on the basis of unsuitability for the job. An applicant’s race, religion, marital status, colour, gender or disability will not be a consideration to filling an appointment.

**Recruitment Monitoring**

**Please tick or complete the following boxes as appropriate:**

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| White European |  | Black Caribbean |  | Black African |  | Black Other |  | Indian |  |
|  |  |  |  |  |  |  |  |  |  |
| Pakistani |  | Bangladeshi |  | Chinese |  | Vietnamese |  | Other |  |
|  |  |  |  |  |  |  |  |  |  |
| Other (Please Specify) |

**Gender**

|  |  |  |  |
| --- | --- | --- | --- |
| Male |  | Female |  |

**Employment Status:** Are you presently employed?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

**Disability:** Do you define yourself as a person with a disability?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

**Are you a Registered Disabled Person (i.e. a Green Card holder?)**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

**Access Information**

If you are called up for an interview, are there any arrangements we need to make for you?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  | No |  |  |
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| If yes please specify (e.g. disability issue) |

**Advertising**

How did you find out about this job vacancy? Please specify the source or publication

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