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|  **North London Muslim Housing Association Ltd****APPLICATON FOR EMPLOYMENT**North London Muslim Housing Association is a community‐based Housing Association whose aim is to provide housing for those in need, at rents that are affordable and to give the community an opportunity to participate fully in the provision of social housing. |
| **PLEASE COMPLETE THIS APPLICATION FORM ELECTRONICALLY** **PAPER APPLICATIONS WILL NOT BE ACCEPTED**If you require help in completing any aspect of this application form, please contactHuman Resources on 020 8815 4200 or recruitment@nlmha.com Monday to Friday 9:30am to 5:30pm |
| **PART 1 POST DETAILS** |
| Name:Click or tap here to enter text. | Position applied for:Click or tap here to enter text. |
| *(if you are successful you must provide evidence of your right to work in the UK before you take up the post)* |
| From where/whom did you hear about this vacancy?Click or tap here to enter text. | Please return this form to:recruitment@nlmha.com |
| ***For office use only*** |
| Post Reference Number:Applicant ReferenceNumber: | Date application Received: |
| Regret: | 1st Interview: | 2nd interview: | Appoint: |
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| This form enables us to give careful consideration to your application and you are asked to answer all questions fully with the assurance that we shall observe the strictest confidence. |
| **PART 2 PERSONAL DETAILS** |
| FirstName(s): | Click or tap here to enter text. | Surname: | Click or tap here to enter text. |
| Permanent Address:Click or tap here to enter text. | Present Address (if different):Click or tap here to enter text. |
| Post code: Click or tap here to enter text. | Post code:Click or tap here to enter text. |
| Home Telephone Number:Click or tap here to enter text. | Mobile Number:  Click or tap here to enter text. |
| Email address:Click or tap here to enter text. | National Insurance Number: Click or tap here to enter text. |
| Are you a member of any professional organisation or association? Yes [ ]  No [ ]  |
| If YES please name:Click or tap here to enter text. | Membership Status:Click or tap here to enter text. | Date Awarded:Click or tap here to enter text. |
| Have you any convictions other than spent convictions under theRehabilitation of Offenders Act 1974? Yes [ ]  No [ ] If YES please give full details:Click or tap here to enter text. |
| Are you connected to a member of:NLMHA Staff\*A Board Member\* | **YES** [ ]  **NO** [ ]  **If yes please their name on a separate sheet****YES** [ ]  **NO** [ ]  **If yes please their name on a separate sheet** |
| Are you a shareholder of the North London Muslim Housing Association?\*\* | **YES** [ ]  **NO** [ ]  |
| ***(If YES please give full details on* a *separate sheet)****\*Please note that if you fail to declare that you are related or connected to any existing Board Member or member of staff, and you are subsequently offered employment, that employment may be terminated.**\*\*Please note that in the event you are successful, you would need to surrender your Shareholding prior to the commencement of your employment.* |
| Please list any languages that you speak:Click or tap here to enter text. | Level of competency:Click or tap here to enter text. |

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| **PART 3 EDUCATION DETAILS** |
| Secondary School & Sixth Form/College Attended: | Subjects passed: | Grades: |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| University Attended: | Major Subjects Studied & Qualification Gained: |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Job Related Training Courses (please also list nameof organisation providing the training): | Subject: | Date: |
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| **PART 4 EMPLOYMENT DETAILS** |
| **Present *I* Last Employer *(whether paid, voluntary or work experience)*** |
| Date From: | Date To: | Name Address & TelephoneNumber of Employer: | Position Held: | Final Salary: |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Reason for Leaving:Click or tap here to enter text. | Period of Notice Required:Click or tap here to enter text. |
| **Previous employment *(whether paid, voluntary or work experience)*** |
| Date From: | Date To: | Name Address & TelephoneNumber of Employer: | Position Held: | Reason forLeaving: |
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| **PART 5 ADDITIONAL INFORMATION** |
| **Please use this section to explain in detail how you meet all the entry‐level requirements listed in the person specification and your suitability for the post. This should include all aspects of your education / training / professional membership and experience, including paid or unpaid work, which are relevant to this position. Your supporting statement should be no longer than 3 sides of A4 and should use the following headings:*****(Please only use size 12 Font)***Previous Experience Education/Training/ Professional MembershipAbilities/Skills/Knowledge Other information**(No other headings will be accepted)** |
| Click or tap here to enter text. |

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| **PART 5 ADDITIONAL INFORMATION Cont…** |
| Click or tap here to enter text. |

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| **PART 5 ADDITIONAL INFORMATION Cont…** |
| Click or tap here to enter text. |
| If you consider yourself to be disabled (whether registered or not) and you are selected for an interview are there any adjustments / facilities that may assist you in attending the interview?Click or tap here to enter text. |

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| **PART 7 REFERENCES** |
| Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference. |
| Name: | Click or tap here to enter text. | Name: | Click or tap here to enter text. |
| Position: | Click or tap here to enter text. | Position: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. | Address: | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Postcode: | Click or tap here to enter text. | Postcode: | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. | Email address: | Click or tap here to enter text. |
| Tel no: | Click or tap here to enter text. | Tel no: | Click or tap here to enter text. |

Please sign below if you give NLMHA your consent to contact the above people for the purpose of obtaining a reference.

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| Signature: | Date: |
| Click or tap here to enter text. | Click or tap here to enter text. |

Can we approach your current employer before an offer of employment is made? YES [ ]  NO [ ]

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| **PART 8 DECLARATION** |
| I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.I understand these details will be held in confidence by NLMHA, for the purposes of assessing this application,ongoing personnel administration and payroll administration (where applicable) in compliance with the DataProtection Act 2018. We attach a privacy notice for your attention in respect of this application and the information you give us.  |
| Signature: | Date: |
| Click or tap here to enter text. | Click or tap here to enter text. |