**APPOINTMENT OF**

**ADMINISTRATIVE ASSISTANT**

**PERSONAL DETAILS AND REFERENCES**

**March 2024**

# PERSONAL DETAILS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| The information you supply on this form will be treated in confidence | | | | | | | |
| Last name: |  | | | | | |
| Former name: *if relevant* |  | | | | | |
| First name(s): |  | | | | | |
| Address: |  | | | | | |
|  | | | | | | |
|  | | | | | | |
| Post code: | | | | | Email: | |
| Home telephone: | |  | | | Daytime telephone: |  |
| Mobile telephone: | |  | | | Your preferred contact No: | |
| National Insurance No:  (UK applicants only) | |  | | | | |
| Are you eligible to work in the UK? | | |  | | | |
| Have you ever been subject to a disciplinary or safeguarding investigation? | | | |  | | |

As the post for which you are applying is exempt from the Rehabilitation of Offenders Act 1974 because you will have substantial access to children or vulnerable adults, you are required to provide information about any previous - including spent - convictions, cautions, reprimands, warnings or bind-overs. Please include these details in a separate letter.

**CURRENT OR MOST RECENT EMPLOYMENT/VOLUNTARY WORK**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: |  | | |
| Job Title: |  | | |
| Address: |  | | |
|  | | | |
| Post code: | | | Start date: |
| Current/last salary: | | | Benefits: |
| Reason for leaving: | |  | |
| Period of notice: | |  | |
| Brief description of main duties/responsibilities.  (Please continue on a separate sheet if necessary) | | | |
|  | | | |

# QUALIFICATIONS AND OTHER PREVIOUS EMPLOYMENT

Please attach a full history in chronological order since leaving secondary education, including periods of any post-secondary education/training and part-time and voluntary work as well as full time employment, with start dates, explanations for periods not in employment or education/training and reasons for leaving employment. If you have relevant academic and/ or vocational qualifications, please include these with details of awarding body and date of award.

# COVERING LETTER

Please return this application form with a covering letter. In this letter you should: describe why you believe you will be a good match for this position, how you believe you can bring value to The Ark Synagogue; give examples of how your experience could add value to The Ark Synagogue; bring out any part of your experience that is relevant and is not covered by the form and provide information not included elsewhere that you believe is appropriate.

# REFERENCES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please give the names and addresses of two people who are willing to provide references relating to your work experience and suitability for the post you have applied for. One must be your present or most current employer. | | | | |
| Reference 1 | | | | |
| Name: | |  | | |
| Job title: | |  | | |
| Work relationship: | |  | | |
| Organisation: | |  | | |
|  | | | | |
| Address: | |  | | |
|  | | | | |
|  | | | | |
|  | | | Post code: |  |
| Telephone: |  | | | |
| E-mail: |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reference 2 | | | | |
| Name: | |  | | |
| Job title: | |  | | |
| Work relationship: | |  | | |
| Organisation: | |  | | |
|  | | | | |
| Address: | |  | | |
|  | | | | |
|  | | | | |
|  | | | Post code: |  |
| Telephone: |  | | | |
| E-mail: |  | | | |

# DECLARATION AND SIGNATURE

As the post for which you are applying is exempt from the Rehabilitation of Offenders Act 1974 because you will have substantial access to children or vulnerable adults, you are required to provide the information requested below.

□ I have never been convicted in a court of law, been bound over or cautioned, nor am I the subject of any police investigations which might lead to a conviction, an order binding me over or a caution in the UK or any other country;

*or*

□ Ihaveprovided information about any previous - including spent - convictions, cautions, reprimands, warnings or bind-overs in a separate letter.

Igive consent for The Ark Synagogue to carry out an enhanced check with the Disclosure and Barring Service for the details of all spent and unspent convictions, cautions, reprimands and final warnings from the Police National Computer (PNC), information held by local police forces and lists of people barred from working with children and vulnerable adults which are kept by the Independent Safeguarding Authority (ISA).

Data Protection Act 2018. I agree that you may hold information in this application on manual and computerised files for relevant employment-related purposes.

I confirm that as far as I know, the information that I have given on this application form is true and correct. You may treat this as part of my contract of employment if I am appointed to this post.

Signature:

Date:

Return the completed application form by email or mail (in an envelope marked “Private & Confidential”) to:

Rabbi Lea Mühlstein

The Ark Synagogue

18-24 Oaklands Gate

Northwood

HA6 3AA

E-mail: [rabbilea@arksynagogue.org](mailto:rabbilea@arksynagogue.org)

The Ark Synagogue is the working name of The Northwood and Pinner Liberal Synagogue, a company limited by guarantee.

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We comply with our obligations to protect personal data. For further information [www.arksynagogue.org/transparencynotice.](http://www.arksynagogue.org/transparencynotice)

The Ark Synagogue is a member of Liberal Judaism.