Application for employment

We are grateful that you are considering IWGB as a prospective employer.

Guidance on completing this application form:

- Please complete all sections
- Give concrete examples in your supporting statement which demonstrate the skill you are describing

Please send your completed application form to applications@iwgb.co.uk by the deadline stated on the advert.

If you require this form in another format, please email applications@iwgb.co.uk.

Section one - the role you are applying for

Which role are you applying for?	
Where did you see the role advertised?	

Section two - your personal details

Forename(s)	
Surname	
Your pronouns	
Address including postcode	
Mobile number	
Home number	
Email address	

Section three - your right to work in the UK

Under the Asylum and Immigration Act 1996 we are obliged to ask for proof of entitlement to work in the UK. Do you currently have the unrestricted right to work in the UK?

Yes No

Please note that if you are successful in your application, you will be required to provide evidence of your right to work in the UK.

Section four - your employment history

Please provide details of your employment history in reverse chronological order.

Present or most recent employment This includes any roles prior to moving to the UK (if applicable)		
Employer name, address and telephone number	Dates employed	Position(s) held
Outline of duties and responsibilities:		
Please state your reason for leaving your current employment and your notice period:		

Previous employment		
Employer name, address and telephone number	Dates employed	Position(s) held
Outline of duties and responsibilities:		
Please state your reason for leaving this employment:		

Previous employment		
Employer name, address and telephone number	Dates employed	Position(s) held
Outline of duties and responsibilities:		
Please state your reason for leaving this employment:		

Previous employment		
Employer name, address and telephone number	Dates employed	Position(s) held
Outline of duties and responsibilities:		
Please state your reason for leaving this employment:		

If you need extra space to provide your complete employment history, you can continue on an extra sheet of paper and include it with your application form.

Section five - your educational history

Please provide details of your attainment in education. You do not need to list every A level or GCSE grade (e.g. 10 GCSE's grades A*-C is sufficient), but please highlight your highest qualifications or any that are relevant for the position you are applying for. Include any courses you are currently studying.

Course/Qualification	Grade	Date obtained	Obtained from

Please note that most roles at IWGB do not require a degree and we are interested in candidates with various educational backgrounds.

Section six - language skills

Our membership and workforce speak several languages. Do you speak any languages in addition to English? If so, please state below:

Section seven - supporting statement

Please tell us why you are applying for this role. Ensure you state how your skills, knowledge and experience relate to the Job Description and Person Specification, providing demonstrable examples wherever possible.

(Continue on a separate sheet of A4 paper if necessary)

Section eight - your references

Please supply the names and addresses of two professional referees. It is essential that **one of your referees must be your current or most recent employer** and that your referee is/was your line manager and not a colleague, relative or friend. If you were previously self-employed, please provide two professional referees from clients or appropriate business contacts.

We will only contact your references after you have accepted an offer of employment.

Name of employer	
Employer's full address including postcode	
Referee's job title	
Referee's work email address	
Telephone number	

Name of employer	
Employer's full address including postcode	

Referee’s job title	
Referee’s work email address	
Telephone number	

Declaration

By returning this form to IWGB I confirm, to the best of my knowledge, the information contained within is true and correct. I understand that any deliberate misrepresentations may lead to the termination of any subsequent employment without notice or benefit.