

Religious Society of Friends

Britain Yearly Meeting
Friends House, 173-177 Euston Road
London NW1 2BJ

Tel: 020 7663 1000
Fax: 020 7663 1120



Please complete this form in black ink

Staff Application Form For the QUNO Programme Assistant posts

Please make it clear which of the three posts you are applying for. If you are applying for more than one, then please complete one application form for each post applied for.

Position applied for

Have you ever applied to the Religious Society of Friends before? (If so, please give dates and details):

PLEASE USE BLOCK LETTERS FOR NAMES AND ADDRESSES

Surname:

First name(s):

Present address:

Email:

Tel:

Mobile No:

Postcode:

Date of birth

CURRENT / MOST RECENT EMPLOYMENT

| Dates | Name & address of employer | Position held & details of duties | Reason for leaving | Salary |
|-------|----------------------------|-----------------------------------|--------------------|--------|
| | | | | |

May we contact your current / most recent employer for a reference? Yes / No

Please state the number of days you were unable to work due to sickness in the last 24 months and give reason for absence(s)

PREVIOUS EMPLOYMENT (starting with the most recent)

| Dates | Name & address of employer and nature of business / work | Position held & details of duties | Reason for leaving | Salary |
|-------|----------------------------------------------------------|-----------------------------------|--------------------|--------|
| | | | | |

VOLUNTARY / UNPAID WORK

Please give details of activities and positions held:

EDUCATION

Please give dates of attendance at schools and colleges, and examination results

Secondary school:

College / university:

Other qualifications (including professional or vocational):

IT EXPERIENCE

Please give details of your experience in word processing, and other computer skills / software with which you are familiar:

Periods of time living / working abroad, and if you have a working knowledge of languages other than English, please give details here:

Special areas / subjects of personal interest to you?

Please enlarge here or in a supporting letter on your reasons for applying for this post and explain what particular qualities you think you can bring to it:

Please continue on additional sheets if necessary.

Are you legally eligible to be employed in Switzerland/EU? Yes / No

On what basis?.....

Please note that employees of QUNO should normally be eligible to work in the EU/Switzerland. For an exceptionally suitable candidate with strong Quaker connections not eligible to work in EU/Switzerland, we would be willing to make a case for their employment to the Swiss authorities. However, since there is no guarantee of success, any offer would be made subject to a successful application for a work permit.

Are you a member/attender at a Quaker Meeting? Yes/No

If yes, which meeting?

Employees of the Religious Society of Friends are expected to be in sympathy with Quaker values and beliefs.

If you are a Quaker serving on a committee of the centrally managed work of Britain Yearly Meeting, it will be necessary for you to seek release from this service before you can take up an offer of paid employment with the Religious Society of Friends in Britain.

REFEREES

Please provide the names and contact details of three referees (not relatives) who have known you for at least two years. One of your referees should be a current or previous employer, please indicate which one this is. If any of your referees is a Quaker, please state.

| | 1. | 2. | 3. |
|-----------------|----|----|----|
| Name: | | | |
| Address: | | | |
| Tel: | | | |
| Fax: | | | |
| Email: | | | |

Date _____ Signature _____

Please note that digital signatures will not be accepted.

I confirm that all information provided in this application for employment is true.

The completed application form should be returned to the Personnel Office, Friends House, 173-177 Euston Road, London NW1 2BJ.

This form must be printed and posted, we will not accept copies by email.

Data provided on this form will only be used for recruitment selection purposes. If you are not appointed to employment with the Religious Society of Friends the form will be destroyed.