

WIKIMEDIA UK

Job Application Form

**Please email the completed form to:**

**Nicola.furness@wikimedia.org.uk**

**Application form –** feel free to expand boxes as necessary.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job Applied for |  | | | | | | | | |
| Surname |  | First name | |  | | | | | |
| Address |  | National Insurance No. | |  |  | |  |  |  |
|  | | | | | | | |
| Home telephone | | | |  | | | |
|  | | | | | | | |
| Postcode |  | Work telephone | | | |  | | | |
|  | | | | | | | | | |
| Email |  | | | | | | | | |
| Are you free to take up employment in the UK? | | |  | | | | | | |

**Present or most recent employer**

|  |  |  |  |
| --- | --- | --- | --- |
| Job title |  | Salary |  |
| Employer |  | Start date: |  |
| Address |  | End date: |  |
| Reason for leaving |  |
| Postcode |  | Or notice required |  |
| Brief details of responsibilities | | | |
|  | | | |

**Previous employment, please start with the most recent**

|  |  |  |
| --- | --- | --- |
| Employer’s Name and Address | Job Title and Main Duties | Reasons for Leaving |
|  |  |  |
| From - to |  |  |
|  |  |  |
| From - to |  |  |
|  |  |  |
| From - to |  |  |
|  |  |  |
| From - to |  |  |
|  |  |  |
| From - to |  |  |

**Education and Training**

|  |  |  |
| --- | --- | --- |
| **From-to**  **Month/Year** | **Establishment** | **Examinations Passed / Professional Qualifications /Training** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Please give details of any other skills you have e.g. languages**

|  |
| --- |
|  |

**Any other relevant experience e.g. voluntary work**

|  |
| --- |
|  |

**Supporting statement**

|  |
| --- |
| Referring closely to the job description please explain why you are applying for this job and how your skills, experience and ambitions make you a good candidate. |
|  |

**References**

Please give names and contact details of two referees one of which must be your current or most recent employer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Referee 1** |  |  | **Referee 2** |
| Name |  | Name |  |
| Position |  | Position |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |
| Can we contact this person now? |  |  | Can we contact this person now? |  |
| All appointments are subject to receipt of references which we find to be satisfactory. Referees will not be contacted without your agreement. | | | | |

**Declaration**

|  |  |
| --- | --- |
| I confirm that the information given in this application form is true and correct and can be treated as part of any subsequent contract of employment. | |
| Signed | Date |

# Application Monitoring Form

Wikimedia UK operates an equal opportunities policy. To help us monitor its effectiveness, please complete this section.

**The information on this sheet will be separated from your application as soon as it is received. It will not be passed on to anyone involved in short listing or appointment to this post.**

Job applied for:

Are you related to any trustee or employee of WMUK?

What is your sex?

Would you describe yourself as having a disability?

**Please tick the box below which best describes the ethnic group to which you belong:**

|  |  |
| --- | --- |
| **White**  British   Irish   Any other White background   Please specify | **Black or Black British**  Black Caribbean   Black African   Any other Black background   Please specify |
| **Asian or Asian British**  Indian   Pakistani   Bangladeshi   Any other Asian background   Please specify | **Mixed**  White & Black Caribbean   White & Black African   White & Asian   Any other Mixed background   Please specify |
| **Chinese or other ethnic group**  Chinese   Any other background   Please specify | **These classifications are those used by the Commission for Equality and Human Rights (www.cehr.org.uk)** |

**To help us monitor our advertising policy, please say where you saw this post advertised:**

**Please return this form with your completed application.**