

APPLICATION FOR EMPLOYMENT – NOTES TO APPLICANTS

This form is the sole basis for short listing for this post. The information you provide will be matched against the essential criteria for the post and, if necessary, against the desirable criteria. Those invited for interviews will be those who best match the criteria overall.

No details other than those on this form are used in short listing – please do not enclose any CVs or other material.

Type or write clearly using black ink as this form will be photocopied. Please continue on a separate sheet of paper if space is not sufficient. Alternatively you can complete the form electronically.

SUBMITTING YOUR APPLICATION

You may email your completed form to info@citizenshipfoundation.org.uk

You may submit your completed form by post to:

Oliver Debono
Employment application
Citizenship Foundation
63 Gee Street
London EC1V 3RS

EQUAL OPPORTUNITIES FORM

In order to monitor our progress in becoming an equal opportunities employer, the Citizenship Foundation gathers certain data on applicants to ensure we are appealing to all sections of the community in advertising our vacancies.

It is of great assistance to us if applicants return a completed equal opportunities monitoring form with each application. This is optional but very helpful to us. Information on this form is kept entirely separate from your application and is anonymous.

If applying by post, please post your Equal Opportunities Monitoring form to the same address as above, either in a separate envelope with a stamp, or in a sealed envelope along with your application – whichever you prefer.

If applying by email you may also email your Equal Opportunities Monitoring form to us if you prefer. Or, you may post it to us at the address above.