



Queen Victoria Seamen's Rest

The Seamen's Mission of the Methodist Church – Established 1843

QVSR Application Form

Please complete and return to:

HR Manager
Queen Victoria Seaman's Rest
121 -131 East India Dock Road
London
E14 6DF

Position applied for:	
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Your Personal Details

Title:		Forenames:	
Surname:			
Address:			
Telephone (home):		Telephone (work):	
Mobile:		May we ring you at work?	
Email:		NI Number:	
If appointed, how soon could you start work?			
How did you hear about this position?			

QVSR is working towards equality of opportunity in employment and to this end, prior to submitting application forms for shortlisting the front sheet of your application form and the Equal Opportunity & Diversity Monitoring Form will be detached.



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Additional Information

Are you related to any staff member of The Queen Victoria Seamen's Rest?		
If yes, please state name		Relationship
Do you have any holidays booked for the remainder of the calendar year?		
If yes, please give dates and number of working days leave required		
Do you require a permit to work in the UK?		
If yes, please provide evidence (original not a photocopy).		
Have you been convicted of any criminal offences which are not yet "spent" under the Rehabilitation of Offenders Act 1974?		
If yes, please give details of any convictions (date, conviction, sentence etc.) that you may have which are not excluded by the Rehabilitation of Offenders Act 1974. Having a criminal record will not necessarily bar you from working with us. A copy of our Recruitment of Ex-offenders Policy will be available at interview.		
Are you facing any criminal prosecutions?		
If yes, please give details		



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Present (or previous) Employment

Name and address of employer:			
Position held:		From:	
		To:	
Reason for leaving:		Salary:	
Brief description of duties and responsibilities:			

Employment History (Most recent first)

Dates	Employer and Position held	Duties and reason for leaving



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(Please continue on a separate sheet if necessary)

Education

Please give details of your secondary and higher education (or equivalent), starting with the most recent.

School/College/University	Dates	Subjects/Qualifications/Grades

Other Qualifications/Training

Please list any other training, short courses or professional qualifications you have undertaken.

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Supporting Statement – 500 words

Please use this space, and a continuation sheet if necessary, to:

- Explain why you are applying for the job
- Describe how your experience, skills, knowledge and education and training meet the person specification and are relevant to the job description. Include experiences of outside work
- Provide any other information that is relevant to your application.



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Additional Information

Please give any additional information that may be relevant for this application, such as the gaps in employment history, dates of forthcoming holidays when you cannot be contacted.

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References

Please give the names and addresses of two people willing to support your application, one of whom should be your present or last employer. If you have been out of paid employment for some time, or if this would be your first job, you may give people who know you well as referees, one of whom should be someone who has taught or trained you. Referees are not usually contacted until a preliminary job offer has been made, and will not be contacted without your consent.

Name:			
Position:			
Name and address of organisation:			
Telephone no:		How do you know this referee?	

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Position:			
Name and address of organisation:			
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Data Protection

The information on this application form will be held securely, both manually and on QVSR'S personnel computer database, and will not be divulged to anyone outside the organisation. Information on the successful candidate may be held indefinitely. Information on unsuccessful candidates will be held for up to two years.

We reserve the right to verify the information you have provided and seek information from other sources.

The information on the equal opportunities monitoring form will only be used for monitoring our equal opportunities policy. Any information required for statistical analysis will be used anonymously.

Declaration

I declare that all the information given on this form is, to the best of my knowledge, complete and correct. I understand that if I am employed and any of the information I have provided is false, my contract may be terminated.

Signature:

Date:



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Equal Opportunity & Diversity Monitoring Form

QVSR is working towards equality of opportunity in employment. We would like to be able to report on the profile of QVSR prospective/actual employees in terms of gender, age, disability, job type, marital status, ethnicity and caring responsibilities.

To help us achieve our aim, please complete the following sections. The information you give will be used for statistical monitoring purposes only.

You are not obligated to complete this form, though we hope you will do so. Please tick the appropriate box.

Gender	Male	Female
Age	Up to 18 years	46-55 years
	19-25 years	56-60 years
	26-35 years	Over 60
	36-45 years	
Date of Birth:		
Marital Status	Single	Widowed
	Married	Partner
	Divorced	
Do you have dependent children?	No	Yes
	If yes, please indicate number:	
Do you have a disability?	No	Yes



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NATIONALITY AND ETHNIC ORIGIN

What race or ethnicity do you consider yourself?

Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background.

A White

British

Scottish

English

Northern Irish

Welsh

Any other White background:

Irish

B Mixed

White and Black Caribbean

White and Asian

White and Black African

Any other Mixed background:

C Asian, Asian British

Indian

Bangladeshi

Pakistani

Any other Asian background:

D Black, Black British

Caribbean

African

Any other Black background:

E Chinese, Chinese British

Chinese

Any other background:

This information will be treated in the strictest confidence and will be used to monitor the diversity of QVSR workforce. THANK YOU FOR COMPLETING THIS FORM.