

Wanstead House Community Association

Application for Employment

Private and Confidential

All applicants must complete this form.

The form may be printed and completed with ink or the file edited digitally and saved. Completed forms should be returned to Wanstead House at:

**Wanstead House Community Association,
21 The Green, London E11 2NT**

or by email to: office@wansteadhouse.co.uk

A paper copy of this form can be obtained from the Office at Wanstead House

Position Applied for:

Closing date

Assistant Session Manager

**4pm
Tues 25th May**

Office use only

Your personal details

Preferred title

Forename/s

Surname

Tel/mobile

Email

Home
Address

Postcode

NI number

Are there any restrictions on you taking up Employment in the UK?

Yes

No

If Yes, Please
provide details:

Education (please complete in full and use a separate sheet if necessary)

Schools/College/University Names

Qualifications Gained

Employment HISTORY (Please complete in full and use a separate sheet if necessary)

Last/Current Employment

Name of Employer:		Address:	
Job Title:			
Dates of Employment:		Duties:	
Reason for Leaving:			
Notice period			

Previous Employment #2

Name of Employer:		Address:	
Job Title:			
Dates of Employment:		Duties:	
Reason for Leaving:			
Notice period			

Previous Employment #3

Name of Employer:		Address:	
Job Title:			
Dates of Employment:		Duties:	
Reason for Leaving:			
Notice period			

Other Employment

Please note any other employment that you would continue with if you were to be successful in obtaining the position:

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Leisure

Please note here your leisure interests, sports and hobbies, other pastimes, etc.:

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General Comments

Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification).

References *(please note here two persons from whom we may obtain both character and work references)*

Reference #1

Preferred title

Home Address

Forename/s

Surname

Position held

Contact number

May we approach the above prior to interview?

Yes

No

Please check the box

Reference #1

Preferred title

Home Address

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Surname

Position held

Contact number

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Yes

No

Please check the box

Disclosure & Barring Service

Wanstead House Community Association provides activities and services for all in the community. This includes children and young people as well as adults who may be vulnerable.

Successful vetting via the Disclosure & Barring Service is an essential requirement of the appointment. All new employees will be subject to an enhanced vetting procedure.

Data Protection

1. We are aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this application form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for. If you are recruited for the role you have applied for, or any other role you are offered by us, the information provided will then be used for the purposes of your employment with us, together with further information collected upon recruitment for those purposes.
2. We will treat all personal information about you with utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation.
3. Our privacy notice for job applicants gives you information on, amongst other things, the data we will hold about you during the recruitment exercise and what we use it for. You can view the privacy notice at <https://wansteadhouse.co.uk/wp-content/uploads/2026/05/WHCA-privacy-notice-update.pdf>

Declaration (please read this carefully before signing this application)

1. I confirm that the information provided in this application is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination.
3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service for a Disclosure & Barring Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed :

Date :