|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Job Application Form**  Please complete all three sections of this application form and then send it by e-mail as an MS Word document to [vacancies@londonlibrary.co.uk](mailto:vacancies@londonlibrary.co.uk) or by post to The HR Manager, The London Library, 14 St James’s Square, London, SW1Y 4LG no later than the closing date. | | | | | | |
| Job Applied For | | Finance Assistant | Candidate Number  (for London Library use only) | | | | | LL/21/08 |
| **Section 1 – Personal Information**  This section will be separated and not shown to the shortlisting panel | | | | | | | | |
| First Name | |  | Surname | | |  | | |
| Mobile Phone No. | |  | E-mail Address | | |  | | |
| Home  Address | |  | | | | | | |
| **Referees**  Please give the names and contact details of two individuals who can be contacted for references. | | | | | | | | |
| Name | |  | Name | | |  | | |
| Job title | |  | Job title | | |  | | |
| Organisation | |  | Organisation | | |  | | |
| e-mail address | |  | e-mail address | | |  | | |
| phone number | |  | phone number | | |  | | |
| Can we approach this referee before making an offer? | | Yes/No | Can we approach this referee before making an offer? | Yes/No | | | | |
| Do you have the right to work in the UK? | | Yes/No | | | | | | |
| **Declaration**  I understand that my **application** may be rejected or that I may be dismissed for withholding relevant details or giving false information. I understand that any **employment** offer will be subject to satisfactory references, health review, evidence of qualifications and security checks. | | | | | | | | |
| Signature |  | | | | Date | |  | |

Scroll down to Section 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **Job Application Form** | | |
| Job Applied For | Finance Assistant | | Candidate Number  (for London Library use only) | LL/21/08 |
| **Section 2 – Job Application**  This section will be reviewed by the shortlisting panel | | | | |
| **Employment History** | | | | |
| Please list your current and previous employers below, starting with the most recent. Please give the dates employed from and to, job title, main duties and reason for leaving. You may cut and paste this information from your CV. Continue on a separate sheet if necessary. | | | | |
|  | | | | |
| **Educational and Professional Qualifications** | | | | |
| Please list below any relevant educational or professional qualifications, especially those included in the person specification for this role. You may cut and paste this information from your CV but you do not need to include dates attained. | | | | |
|  | | | | |
| **Supporting Statement** | | | | |
| Please state below why you are applying for this job and how you meet the requirements of the person specification. Continue on a separate sheet if necessary. | | | | |
|  | | | | |

Scroll down to section 3

**Section 3 - Equal Opportunities Monitoring**

The London Library is committed to equal opportunities. To help us monitor this, **please complete the questions below** and send it with your application. The information you provide is used for no other purpose and will be treated as strictly confidential. This form will be separated from your application upon receipt and before selection of candidates takes place.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job applied for:** | | | Finance Assistant | |
|  | | | Candidate Number: LL/21/08  (for London Library use only) | |
|  | | | | |
| 1. **Where did you hear about this vacancy?** | | | | |
| (Please specify, eg word of mouth, social media etc) | | | | |
|  | | | | |
| 1. **How old are you?** | | | | |
| * 16-24 * 25-34 | * 35-44 * 45-54 | | | * 55-64 * 65+ * Prefer not to say |
|  | | | | |
| 1. **Do you consider yourself to have a disability or long-term health condition?** | | | | |
| * Yes (Please specify) | | * No * Prefer not to say | | |
|  | | | | |
| 1. **Please tell us your nationality:** | | | | |
| (Please specify) | | * Prefer not to say | | |
|  | | | | |
| **5. Ethnicity monitoring:** How would you describe yourself? | | | | |
| **Asian or Asian British**   * Asian/Asian British * Chinese * Indian * Pakistani * Bangladeshi * Any other Asian background (please specify)   **Black or Black British**   * Caribbean * African * Any other Black background (please specify)   **Other ethnic group**   * Arab * Any other ethnic background (please specify) | | **White**   * British * English * Gypsy or Irish Traveller * Irish * Scottish * Welsh * Any other White background (please specify)   **Mixed**   * White and Black Caribbean * White and Black African * White and Asian * White and Chinese * Any other mixed background (please specify) * **Prefer not to say** | | |

|  |  |  |
| --- | --- | --- |
| 1. **Your religion or belief** | | |
| * No religion * Buddhist * Christian (all denominations) | * Hindu * Jewish * Muslim | * Sikh * Other (please specify): * Prefer not to say |

|  |  |  |
| --- | --- | --- |
| 1. **Gender monitoring***:* Would you describe yourself as: | | |
| * Male * Female | * Non-binary * Transgender male | * Transgender female * Prefer not to say |

|  |  |  |
| --- | --- | --- |
| 1. **Sexual orientation:** How would you describe yourself? | | |
| * Bisexual * Homosexual | * Heterosexual * Other | * Prefer not to say |