# JOB APPLICATION

# Islamic Human Rights Commission (IHRC)

# Post: Full-time or Part-Time Bookshop Associate/Manager

# Salary: £14,000

Please email your completed application form to huda@ihrc.org. Deadline: 9 May 2013

You must be available for the following interview date: 18 May 2013

**I. PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| FULL NAME |  | TITLE: |
| GENDER |  | |
| ADDRESS |  | |
|  |  | |
| TEL/MOBILE |  |  |
| EMAIL |  |  |

**II. REFEREE DETAILS**

Please give details of two work-related referees.

|  |  |  |  |
| --- | --- | --- | --- |
| **REFEREE ONE** | | | |
| Relationship |  | | |
| Job Title |  | | |
|  |  | | |
| Address |  | | |
| Contact Number |  | Email |  |
| **REFEREE TWO** | | | |
| Relationship |  | | |
| Job Title |  | | |
| Address |  | | |
|  |  | | |
| Contact Number |  | Email |  |

|  |  |
| --- | --- |
| How did you become aware of this post? |  |

**III. MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| Organisation |  |
| Job Title |  |
| Brief description of role |  |
| Salary |  |
| Notice period |  |

**IV. EMPLOYMENT HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date from** | **Date to** | **Employer** | **Role** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**V. QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **School / college/ University** | **Subject studied** | **Level / qualification attained** | **Date Completed** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**VI. OTHER TRAINING**

|  |  |  |
| --- | --- | --- |
| **Training provider** | **Course Title** | **Date Completed** |
|  |  |  |
|  |  |  |
|  |  |  |

**VII. Questions**

A. Please set out why you are applying for this role, and how you meet the role requirements. (No more than 400 words)

B. How would you describe IHRC’s cause? (No more than 400 words).

C. What previous relevant experience do you have? (No more than 300 words).

D. How would you describe your interest in books? (No more than 300 words).

# VII. DECLARATION

I declare that the information that I have provided on this form is true and accurate, and I have not omitted any facts, which may be relevant to my application. Furthermore, I understand that a false declaration, which results in my appointment to IHRC, will render me liable to dismissal without notice.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |