

## Guidelines & Further Information

<b>Job Applying for:</b>		<b>Location</b>	
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If the application form format prevents you from applying because of a disability, please contact our Personnel Department for alternative formats. Additional copies of this form may be downloaded from our website at <https://community-tu.org/vacancies/>.

## Membership & Affiliations

Please provide details of any professional organisation or political party membership.

## Disabled applicants

Please give details of any arrangements or facilities you require to enable you to attend interview (e.g. sign language interpreter, level access etc.):

## Declaration

I declare that to the best of my knowledge the information I have given in support of my application is true and complete. I give consent for any of my previous employers and other referees provided to be approached for references in line with Community Trade Union's Reference Guidelines and for any relevant professional qualifications, registrations or memberships to be checked. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed. I undertake to notify the Personnel Department on any changes in the information I have provided above including change in personal contact/address details or driving disqualifications.

**SIGNATURE:**

**DATE:**

Please note that there is no requirement for you to have an original signature on the form if you are emailing it back to us. In emailing the form we accept that you are declaring that the information contained within the application is correct and that you are giving consent for references to be obtained.

## Data Protection

Community will use the information given by you only to assess your application and for statistical purposes. Your Personal Data will be stored and protected accordingly within the guidelines of the Data Protection Act, 2018. Application forms for successful candidates are retained on their personal file.

Please send completed forms to:

**Charlotte Appleyard**  
**Personnel Department**  
**Community**  
**465c Caledonian Road**  
**London**  
**N7 9GX**

Email: [cappleyard@community-tu.org](mailto:cappleyard@community-tu.org)

Thank you for your application.

**Please also ensure you complete and return the attached Equal Opportunities Monitoring Form.**

**This document is kept separate from the application form and is not made available to the interview panel.**

**This document will be stored appropriately in accordance with the Data Protection Act.**

### **ADVERTISING MONITORING**

Please state where you found out about this vacancy: