



Sheffield Chinese Community Centre

157 – 159 London Road, Sheffield S2 4LH

Tel: (0114) 258 8863

CONFIDENTIAL

Job Title:

Surname/Family Name:

First Name:

Date of Birth:

Chinese Name (in Chinese character):

Home Address:

Telephone Number
(including STD code)

Daytime:

Evening:

Email Address:

EMPLOYMENT – PLEASE GIVE DETAILS OF PRESENT OR LAST EMPLOYMENT

Job Details

Employer and Address

From:

Wage / Salary

To:
(if applicable)

Grade

Brief Details of main duties /responsibilities

Length of notice required or date you could start

EMPLOYMENT – PLEASE GIVE DETAILS OF PREVIOUS JOBS

Employer	Job Held and Brief Details (State full or part time)	From	To

UNPAID/VOLUNTARY WORK/EXTRA CURRICULUM ACTIVITIES

Organisation	Job Title and Responsibilities	From	To

SKILLS/QUALIFICATIONS/TRAINING – Please details of any qualifications obtained and training courses undertaken which are relevant to the job together with dates

Qualifications/Training	Level	Grade	Name of Awarding bodies	From	To

Please state why you think you are suitable for this job, including how you meet the requirements of the personal specification. Enclose additional sheets if necessary

Languages

What languages can you use? (Please tick)

		Fluent	Moderate	A little
1, English:	Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Chinese: (Cantonese)	Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Chinese: (Mandarin)	Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Other (Please state) _____	Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Personal Information (Confidential)

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

Yes / No (if yes, please provide details)

If you are successful in your application, would you require a work permit prior to taking up employment?

Yes / No

Do you have a National Insurance Number?

Yes / No

(If no, do you have evidence of your entitlement to live and work in the UK?)

Yes / No

Do you consider yourself to have a disability? Yes / No

If yes, state the nature of your disability

Have you ever been convicted of a criminal offence? Yes / No

If yes, please give details _____

ADDITIONAL INFORMATION

How did you find out about this vacancy? _____

REFERENCES – Please give the names and addresses of two people to whom we may write to

Name:
Position:
Address:
Telephone:
Email address:

Relationship to applicant:
Length of time known to applicant:

Name:
Position:
Address:
Telephone:
Email address:

Relationship to applicant:
Length of time known to applicant:

Can referees be contacted at this stage? Yes / No

DECLARATION

I understand that:

- Any appointment is subject to clearance of Enhanced DBS check
- Any appointment is subject to satisfactory references

I certify that to the best of my knowledge the information that I have given above is true and complete. I understand that any false information given on this form may render an offer of employment invalid and may lead to termination of my employment.

Signed: _____ Date: _____

Please return this application form to: Ms. Belinda Shiu, the Centre Manager of Sheffield Chinese Community Centre, 157 – 159 London Road, Sheffield S2 4LH and specify “Job Application” on the envelope.