

Membership Application Form

Registered Charity Number: 1136202



Full Name (Please print): _____

Date: _____

Address: _____ Phone (Mobile): _____

Town/City: _____ D.O.B: _____ Gender: _____

County: _____ Postcode: _____

Ethnicity (Background):

African: Black African British African Mixed White and Black African Other African

Asian: Bangladeshi Chinese Indian Pakistani Mixed White and Asian Other Asian

Caribbean: Black White Mixed White and Black Other Caribbean

Other: Black White British White Irish White Other Mixed Other Any Other

Email: _____ @ _____

Profession: _____ Industry: _____

Position Held: _____

Date Employment Ceased: _____

TMAY (Tell Me About Yourself) in 20 words: _____

Where did you FIRST learn about the EBEJC?

Current/Past Member		Library Burnham	
Job Centre Plus (Slough)		Library Maidenhead	
Job Centre Plus (Maidenhead)		Library Slough	
Friends/Family/Networking		Library Windsor	
Internet		Other (Please Specify)	
Advertising/Newspaper			

Disability

Do you consider yourself to have a disability? Yes/No If Yes, what is the nature of your disability, and do you have any special needs?

Joining as a: Member Volunteer

I have read the EBEJC Charter. I agree to my details being maintained on computerised records and being passed onto other EBEJC Volunteers.

I will complete Part 2 of this form when I leave the Club in the future.

Member's Signature Date

EBEJC Signature Date

Important: All advice, information and assistance is given free of charge and in good faith. No liability whatsoever will accrue to the East Berkshire Executive Job Club or any person acting on behalf thereof for any loss or damage suffered or alleged by any person as a result of the above.

Charter Details

What the East Berkshire Executive Job Club (EBEJC) can do for you!

The EBEJC provides free information, advice and support to help rebuild your career and restore self-confidence. To this end we offer the following opportunities to:

- Meet other Members and share experiences in job-seeking
- Attend regular weekly meetings to improve your understanding of the skills required for seeking new opportunities and give you practical guidance
- Hear Speakers who are familiar with current job search techniques such as planning your self-marketing campaign, preparing CVs, responding to adverts, networking, preparing for and attending Interviews etc.
- Participate in group discussions and share ideas and experiences
- Receive advice from our Volunteers on a 1 to 1 basis on any particular job search topic and how to cope with the problem of being out of work
- Access, as determined by us, specific information and services, including career planning, a jobs database (where available) and Interview training (Video is also available.)

If at any time, you are not satisfied with our performance, please ensure that one of our Volunteers knows, and we will do our best to rectify any problem identified. If you are still not satisfied you can make a formal complaint which will be dealt with thoroughly through our complaints procedure.

What you can do for the EBEJC!

The Job Club draws on the time and talents of many individuals who generously donate their services for your benefit. To derive the maximum you agree to:

- Attend our weekly meetings as regularly as you can and be prepared to contribute actively
- Bring your experiences of job-seeking and share them informally with other Members
- Assist other Members by using your skills and contacts to help them
- Keep the Job Club informed of your progress towards a new career
- Assist where you can to the running of the Club by speaking at, hosting or chairing a meeting or some other way of helping to run the organisation
- When you are re-employed, to recognise the EBEJC's contribution to your success and if possible volunteer to help us in whatever way you can
- Help us gain funding by participating in activities, completing any extra registration and evaluation documentation required by funders. – Thank you in advance.

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Self-Assessment Questionnaire Name: _____

Members are asked to complete Part 1 on induction, followed by Part 2 when leaving

Part 1	Part 2
Induction date: / /	Leaving Date: / /
Key 1 = Low 5 = High	Please mark appropriately
Self Confidence
Self Esteem/Motivation
CV Preparation Skills
Personal Presentation Skills
Telephone techniques
Interview techniques
Job search techniques

Part 2 (Continued)

	Details (optional)
1. Have you secured employment? Yes/No
2. Is your employment permanent, contract, full time, part time? Please mark all that apply	
3. Have you taken on Voluntary work? Yes/No
4. Have you changed Career Direction? Yes/No
5. New job title?
6. Name of the organisation?
7. Compared to your previous role, is the level of the new role? Higher/Same/Lower	
8. Start date (dd/mm/yyyy)
9. Are you still actively seeking other work that fits your career goals better than this new position? Yes/No	
10. How did you find work? (E.g. through an agency, networking etc.)

Please indicate your basic salary or daily rate below

Salary	Daily Rate
Up to £20,000	Up to £100
£20,001 - £30,000	£101 -£200
£30,001 - £40,000	£201 - £300
£40,001 - £50,000	£301 - £400
£50,001 - £60,000	£401 - £500
£60,001 - £70,000	+£501
£70,001 - £80,000	
£80,001 - £90,000	
£90,001- £100,000	
+£100,001	

Please tell us what we did well to support your job search while you were a member of East Berkshire Executive Job Club:

Please tell us in what ways how we could improve our services to job seekers:

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