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Web **www.izwe.com**

Information for Applicants

Thank you for your interest in working with Izwe.

How to Apply

Please read carefully the Job Specification. This describes and explains the role, the main duties it will entail and the experience, skills and attributes we require.

Please fill out the Application Form, attach an up to date copy of your CV and a completed Equal Opportunities form which will be immediately separated from your application upon receipt.

Return the completed forms as soon as possible by email to, thom.townsend@izwe.com. Alternatively, post your completed forms along with your CV to:

Izwe
47-49 Pitfield Street
London
N1 6DA

If you require a postal acknowledgement of your application, please enclose a stamped and addressed envelope.

Deadlines and Interview Dates

We are keen to recruit to this position as soon as possible. Therefore, all applications will be dealt with immediately. To that end, interview dates would be scheduled at the soonest available opportunity.

Data Protection Act 1988

Information provided by you in your application will be kept for the purposes of recruitment. It will be copied for use during the recruitment process. Once recruitment is completed, your information will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, relevant information will be taken from this form and used as part of your employment record.

Equal Opportunities Policy

Izwe believes in equal opportunities and works actively to promote them in all aspects of our work. Izwe is committed to a policy of equal opportunities for all employees, volunteers and participants and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. Izwe will treat everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion or political beliefs and places an obligation upon all staff to respect and act in accordance with the policy.

We will comply with the Race Relations Act 1976, Sex Discrimination Act 1975, Disability Discrimination Act 1995, Fair Employment Act (Northern Ireland) 1989, the Equal Pay Act 1970, and all other relevant legislation.

Feedback

As a new enterprise, we are unable to reply to all applicants. We will confirm receipt of all emailed applications, but if you require confirmation for a posted application form, please enclose a stamped addressed envelope. Updates on the recruitment process will be available at www.izwe.com