**

 *Candidate Ref no: (office use only)*

Application Form

 Part time Volunteer and Project Coordinator

1. Personal Details

|  |  |
| --- | --- |
| Last name: *(inc preferred title)* | DOB: |
| Forenames:  |
| Address: *(Inc. postcode)* |
| Tel:*(Inc. STD code)*  | Mob: |
| E-Mail:  |

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2. Secondary Education

|  |  |  |  |
| --- | --- | --- | --- |
| Dates(from-to) | School(s) attended | Qualifications | Grades |
|  |  |  |  |

3. University/College/Further Education

|  |  |  |  |
| --- | --- | --- | --- |
| Dates(from-to) | University/College attended | Qualifications obtained | Grades |
|  |  |  |  |



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4. Employment History (please list all posts in chronological order; most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
| Dates(from-to) | Name & Address of Employer | Position held & Main Duties | Reason for leaving |
|  |  |  |  |

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5. Any other information relevant to the post

Use this opportunity to explain why you think this post is right for you & what skills you would bring to the job etc. *(use a separate sheet of paper if needed)*

|  |
| --- |
|  |



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6. Referees

*Please provide the names, addresses & positions of two referees; one of whom should be your current employer (if applicable)*

|  |  |
| --- | --- |
| 1. | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*May we approach this referee prior to interview? Yes No* |
| 2. | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*May we approach this referee prior to interview? Yes No* |



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7. Criminal Convictions

This appointment is excluded from the non-disclosure provisions under the Rehabilitation of Offender Act 1974. Applicants must declare any convictions which for other purposes are “spent” and in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by cerebral palsy plus. Any information will be treated confidentially.

Have you ever been convicted of a criminal offence by a Court of Law?

 YES [ ]  NO [ ]

*\*If yes, please attach details including the offence and the date.*

8. Declaration (*To be signed by all applicants*)

*I declare that, to the best of my knowledge, the information given in this application form is correct. I understand that deliberate omissions & incorrect statements could lead to my application being rejected or to my dismissal.*

Signed: Date: