**Bristol Women’s Voice Application Form**

**Post: Project Co-ordinator**

***Confidential***

*This application form is designed to be filled in using a computer.*

***Please complete all Eight sections of this form***

**Part one – Personal details**

|  |  |
| --- | --- |
| Title: |  |
| First names: |  |
| Surname: |  |
| Address:  Postcode: |  |
| Email address: |  |
| Telephone Home: |  |
| Mobile: |  |
| National insurance number: |  |

If your application is successful, do you need a work permit to take up this post?**YES/NO**

Are there any restrictions to your residence which might affect your right to take up employment in the UK? **YES/NO**

If yes, please give details:

If you are currently employed, how much notice are you required to give?:

**Part two – Work experience –** *please include paid and voluntary work*

**Please give details of your present or most recent employment**

|  |  |
| --- | --- |
| Job title: |  |
| Dates employed | From  To |
| Salary: | £ |
| Name and address of employer: |  |
| Main duties and responsibilities: |  |
| Reasons for leaving/seeking new employment: |  |

**Please give details of previous employment**

|  |  |
| --- | --- |
| Job title: |  |
| Dates employed | From  To |
| Salary: | £ |
| Name and address of employer: |  |
| Main duties and responsibilities: |  |
| Reasons for leaving/seeking new employment: |  |

**Please give details of previous employment**

|  |  |
| --- | --- |
| Job title: |  |
| Dates employed | From  To |
| Salary: | £ |
| Name and address of employer: |  |
| Main duties and responsibilities: |  |
| Reasons for leaving/seeking new employment: |  |

**Voluntary work**

Give details of any paid or voluntary work experience over the last ten years that you haven’t listed above. If you have relevant experience from more than ten years ago you may wish to list it here.

|  |  |
| --- | --- |
| Job title: |  |
| Brief Outline of duties: |  |
| Name and address of employer: |  |
| Dates worked: | From  To |
| Reasons for leaving: |  |

**Part three – Education**

**General education:**

|  |  |  |
| --- | --- | --- |
| Subject | Qualification | Year obtained |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Further education and professional qualifications:**

|  |
| --- |
|  |

**Qualifications currently being studied for:**

|  |
| --- |
|  |

If you have done any kind of training to improve your employment prospects, please give details if you think they may be relevant to this application:

|  |
| --- |
|  |

**Part four – Personal criteria**

**Using a maximum of three pages**, please describe how you meet the job criteria set out in the **person specification**.

Make sure that you include all relevant skills and knowledge - this may have been gained from your current or previous jobs, from voluntary work or from working in the home or in the community. Give specific examples wherever possible:

**Part five - Criminal offences**

Have you ever been convicted of a criminal offence? **YES/NO**

*Declaration subject to the provisions of the Rehabilitation of Offenders Act 1974*

If yes, please explain:

**Part six – DBS Check**

On appointment, you will be asked to complete a DBS check (formerly know as CRB check). Please specify if you already one in place with previous employers.

**Part seven - References**

Please give names and addresses of two referees. One should be your current employer. Your referees must be able to comment on your ability to do the job for which you are applying.

|  |  |
| --- | --- |
| **Reference 1 (current or most recent employer)** |  |
| Name: |  |
| Position held: |  |
| Phone number: |  |
| Email: |  |
| May we take up references before interview? | **YES/NO** |

|  |  |
| --- | --- |
| **Reference 2** |  |
| Name: |  |
| Occupation: |  |
| Phone number: |  |
| Email: |  |
| May we take up references before interview? | **YES/NO** |

**Part eight - Declaration**

Are you related to any member of the BWV Board of Trustees? **YES/NO**

If yes, please give details:

***I declare that to the best of my knowledge the information provided on this form is true and complete. I understand that any wilful mis-statement or omission may make an offer of employment at Bristol Women’s Voice invalid or lead to the termination of employment.***

**Signed: Date:**