**Seacroft Friends & Neighbours**

**Registered CIO 1183406**

**APPLICATION FORM**

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| **Position Applied for: Scheme CoOrdinator Closing Date: m 12 noon 15th April 2021** |
| Before completing the form, please read the Job Description and key skills. Please answer all questions clearly and email the completed form to ghydelcc4@gmail.com**Please complete this form and return by email. Do not send your CV as this will be disregarded. Please note that interview invitations will be sent by email.****Two references and a disclosure and barring check will need to be carried out for the successful applicant.** |

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| **Personal Information** |
| **Surname** |  | **Forename(s)** |  |
| **Title:** |  | **Preferred name** |  |
| **Permanent Address** | **Contact Details** |
|  | **Home** |  |
| **Mobile** |  |
| **Work (if convenient)** |  |
| **Postcode** |  | **Email Address** |  |

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| **Referees** Name and address of two referees (one of whom *must* be your current/most recent employer) |
| **Name** |  | **Name** |  |
| **Address:** |  | **Address** |  |
| **Postcode** |  | **Postcode** |  |
| **Tel No:** |  | **Tel No** |  |
| **Email address** |  | **Email address** |  |
| **Relationship** |  | **Relationship** |  |

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| **Education and Training** |
| Please include details of ***all*** educational and vocational qualifications and training completed |
| **Date** | **School/College/University** | **Subject** | **Qualifications** |
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| **Previous Employment** |
| Please give details of your working experience, including voluntary work starting with your present/most recent employer and working backwards. Please account for any gaps in your work record since leaving school. |
| **Name, Address and Business of Employer** | **Date Employed Month/Year from – to** | **Job Title and Main Duties** | **Salary** | **Reason for Leaving** |
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| **Previous Employment Continued** |
| **Name, Address and Business of Employer** | **Date Employed Month/Year from – to** | **Job Title and Main Duties** | **Salary** | **Reason for Leaving** |
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| **Supporting Statement**  |
| Please use the following space to give further information that will help us to decide whether or not to invite you for interview (continue on **one** separate sheet if necessary). You should include in your statement:-* a general statement as to why you are interested in the post.
* address the job description and the person specification, giving specific evidence of your skills and experience, as we will be reviewing your application against the criteria set out in the person specification.

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| **Data Protection Act 1998**  |
| The information supplied on this form may be held on computer, and/or held as manual data. All the information supplied by you is strictly confidential and will only be used for the purpose of recruitment and personnel administration. Please note that we have the right to reject an application without giving a reason. |

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| **I certify that the information in this application is accurate and complete to the best of my knowledge. I understand that the company may decline my application without giving reason.** |
| **Signed:** |  | **Date:** |  |