

Application form for the post of:

**………Engage Project Lead and Deputy Chief Officer………**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Daytime Phone |  |
| Contact Phone |  |
| Contact email |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Do you consider yourself disabled? | YES / NO |  |  |
| Do you have any special requirements? | YES / NO |

Please provide the names of two people whom we can contact for a reference - one of whom should be your present or most recent employer (if applicable).

|  |  |
| --- | --- |
| Reference one | Reference two |
| Name | Name |
| Address | Address |
| Position | Position |
| Telephone | Telephone |
| Email | Email |
| Relationship | Relationship |

This page will be removed before those responsible for short-listing and interviewing see your application.

## 1. Training, education and learning

Give details of any courses, qualifications or learning experiences you think are appropriate to this post

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|  |

**2. Present or most recent employment or work experience (paid or unpaid)**

|  |  |
| --- | --- |
| Name of employer |  |
| Address |  |
| Title of post (and salary) |  |
| Length of period of service |  |
| Reason for leaving |  |
| Brief description of duties and significant achievements. | |

**3. Previous employment or work experiences (paid or unpaid) Please account for any gaps in your employment history. Please list in order, most recent first.**

|  |  |  |  |
| --- | --- | --- | --- |
| Length of period of service (total in years and months NOT dates) | Job Title, Name and address of organisation | Brief description of duties | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

**Please continue on another page if necessary**

1. **Please outline the skills and experience you would bring to this post in the order, and using the headings outlined, in the person specification. Please provide examples to support your experience. Continue on a separate sheet if you wish but use no more than *2 additional A4 sides* .**

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|  |

5. Briefly outline your ideas about this post including how you would approach the work.

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|  |

**6.** **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975**   
Have you at any time received or had pending a criminal conviction, caution, warning, reprimand or bind-over?

|  |
| --- |
| Yes / No  If yes, please give details: |

**7. Declarations:**

I declare that the information provided on this form, and on any accompanying documents, is accurate and complete. I understand that false information may lead to the termination of employment or withdrawal of a job offer.

Signed:.................................………………...………………….

Date:................................................….....……………

Please return this form by post to:

Natasha Thomas

HALE

1 Westgate

Shipley

BD18 3QX

Or email to: natasha@haleproject.org.uk