Application form for the post of **Uniting Communities Project Coordinator**

|  |  |
| --- | --- |
| 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.*

## Training, education and learning

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

|  |
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|  |

1. **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. | |

1. **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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

|  |
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|  |

1. **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: |

1. **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:**

HALE

1 Westgate

Shipley

BD18 3QX

**Or email to:** [info@haleproject.org.uk](mailto:info@haleproject.org.uk)