**APPLICATION FOR EMPLOYMENT**

**This application is private and confidential**

**Application for the post of: WAYFINDER PROGRAMME COORDINATOR**

**Completed applications must be received by 5pm on Monday 5th September**

**Interviews will be held on Thursday 8th September**

**Please complete this form and return to:** [**recruitment@greatertogethermanchester.org**](mailto:recruitment@greatertogethermanchester.org)

|  |
| --- |
| **PART A: PERSONAL DETAILS** |

|  |  |  |
| --- | --- | --- |
| **Family Name (BLOCK CAPITALS)** | **TITLE** | **Other Names in full** |
|  |  |  |

|  |  |
| --- | --- |
| **Current Address:** | **Phone Number** (daytime):  **Phone Number** (evening):  **Email:** |

Please give names of three persons to whom reference can be made (Please obtain their permission and tell us the relationship/capacity in which they are known to you)

|  |
| --- |
| **Name: Occupation:**  **Email Address:**  **Relationship:** |
| **Name: Occupation:**  **Email Address:**  **Relationship:** |
| **Present Employer:** (may we approach for a reference prior to interview?) **YES / NO**  **Name: Occupation:**  **Email Address:** |

|  |
| --- |
| **PART B: EDUCATION AND TRAINING DETAILS** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary Schools attended:** | **From** | **To** | **Details of subjects & Examination results** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **University/College**  **(and other Further Education)** | **From** | **To** | **Details of examination results and qualifications held** |
|  |  |  |  |

|  |
| --- |
| **Membership of Professional Bodies** |
|  |

|  |
| --- |
| **PART C: EMPLOYMENT DETAILS** |

**PRESENT AND PREVIOUS APPOINTMENTS**

Starting with your present appointment, please state what you have done in the course of your career, in reverse chronological order:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates**  **From To** | | **Name & Address of Employer** | **Position Held** | **Brief Description of Responsibilities** | **Reasons for Leaving** |
|  |  |  |  |  |  |

|  |
| --- |
| **Please tell us about your current or most recent job in terms of its responsibilities** |
|  |

|  |
| --- |
| **Using the job description and person specification, please tell us about your experience, skills and knowledge, and explain why you think you are suitable for this role** |
|  |

|  |
| --- |
| **What notice period are you required to give your present employer?** |
|  |

|  |
| --- |
| **Please give details of any relevant voluntary work you have done** |
|  |

|  |
| --- |
| **Rehabilitation of Offenders Act**  Under the provisions of the Rehabilitation of Offenders Act, you do not have to disclose information on certain convictions after a set period of time, as they become ‘spent’. However, if this post is declared exempt from the above Act, ALL convictions and any cautions or bind-overs must be declared and cannot be regarded as ‘spent’.  Have you ever been convicted of a criminal offence that is not spent **YES/NO**  Do you have any criminal charges or summonses pending against you **YES/NO**  **Having a criminal record will not necessarily bar you from working with us.** |

I confirm that the information supplied by me, to the best of my knowledge and belief, is correct and accurate. I confirm that Greater Together Manchester may use my information in line with GDPR regulations.

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