**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**

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| **PART A: PERSONAL DETAILS**  |

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

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| **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:**  |

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

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| **Secondary Schools attended:** | **From** | **To** | **Details of subjects & Examination results** |
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| **University/College** **(and other Further Education)** | **From** | **To** | **Details of examination results and qualifications held**  |
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| **Membership of Professional Bodies** |
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| **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:

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| --- | --- | --- | --- | --- |
| **Dates****From To** | **Name & Address of Employer** | **Position Held** | **Brief Description of Responsibilities** | **Reasons for Leaving** |
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| **Please tell us about your current or most recent job in terms of its responsibilities** |
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| **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** |
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| **What notice period are you required to give your present employer?**  |
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| **Please give details of any relevant voluntary work you have done** |
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| **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: ………………………..