**Humber and Wolds Rural Action**



**Application form**

**Private and confidential**

Please complete all sections in full, in **black** or typescript

|  |  |
| --- | --- |
| **Post applied for** | Community Development Coordinator – Good Neighbours (North Lincolnshire) |
| **Post reference** |  |
| **Full name** |  |
| **Address**  **Postcode** |  |
| **Telephone number** |  |
| **E-mail address** |  |

|  |  |  |
| --- | --- | --- |
| **Present/most recent employment (or equivalent)** | | |
| **Month and Year**  **(from and to)** | **Name and Address of Employer (or equivalent)** | **Position held/summary or duties** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Previous employment (or equivalent)** – please give your latest employment first and explain any periods not accounted for. Continue on a separate sheet if necessary. | | |
| **Month and Year**  **(from and to)** | **Name and Address of Employer (or equivalent)** | **Position held/summary or duties** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Education**  **(dates from and to)** | **School/college/university/ further education** | **Subjects studied** | **Results/grades** |
|  |  |  |  |
| **Professional Qualifications:** | | | |
| **Other qualifications and training relevant to this post:** | | | |

|  |
| --- |
| **Please use the space below to explain why you are applying for this post and to give any additional information you feel may be relevant to your application.** Please include any voluntary/social/ sports or statutory activity where skills and experience have been gained that may assist you in your application. You are advised to use the Job Description and Person Specification as an indicator of the skills, experience and attributes that are required. |
|  |

|  |  |
| --- | --- |
| **References:**  Please give the contact details of two referees. At least one should be a present or most recent employer. Please indicate in what capacity you know the referees. | |
| **Name:**  **Position:**  **Address:**  **Postcode:**  **Email:**  **Telephone number:**  **Capacity:** | **Name:**  **Position:**  **Address:**  **Postcode:**  **Email:**  **Telephone number:**  **Capacity:** |
| **May references be taken up prior to interview? Yes No** | |

|  |
| --- |
| Do you hold a full UK driving license? |
| Are you entitled to work in the United Kingdom?  Evidence will be required (UK/EU passport etc.) |
| Please indicate the number of days taken as sickness leave in the last 2 years: |
| Have you any criminal convictions you should disclose?  (A DBS check is not required for this post) |
| If successful, when would you be available to take up the appointment? |

|  |
| --- |
| Where did you see this vacancy advertised? |
|  |

|  |
| --- |
| **Declaration:**  I hereby declare that to the best of my knowledge the information given on this form is correct and complete and can be treated as part of any subsequent Contract of Employment. I understand that if any statement is false or misleading or if I have withheld relevant information my application may be disqualified or, if I have already been appointed disciplinary action may be taken which may result in my dismissal. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.  Signed: Date:  Electronic signature is acceptable at this stage |
| Please return this form via email to: [susan.oliver@hwrcc.org.uk](mailto:susan.oliver@hwrcc.org.uk) |
| **Office use:**  Received: Short list decision:  Interview: Decision: |