

**Community Enterprise Ltd**

**Application Form**

**All Sections of this form should be completed**

The information that you supply in this application form will enable the interview panel to decide whether to invite you to an interview. Whilst all sections may not be relevant to you personally, you should complete the form as fully and as accurately as possible to enable your application to be given full consideration.

The information provided within your application form will be processed in accordance with the Data Protection Act 2018.

|  |  |  |
| --- | --- | --- |
| Post | **Office and Project Support Worker**  | CE Ref: OPSW0321 |
| Closing Date | **9am 22nd March 2021** |
| Name |  |
| Address |  |
|  |  |
|  |  |
| Postcode |  |
| Email |  |
| Telephone Number (mobile) |  |
| Telephone Number (home) |  |
| How to contact you during the day |  |

Assistance for people with disabilities

We are committed to being an Equal Opportunities Employer and do not discriminate in any way.

|  |
| --- |
| If you consider yourself to have a disability, are there any arrangements that we can make to assist/adapt, for you, if you are called to interview? Please give details below |

Referees

Please give details of two referees. They should be qualified to comment on your ability and experience for this appointment and should include a referee from your current or most recent employer. We do not accept references from family members.

Referees will not be approached prior to a conditional offer being accepted.

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Position |  |  |
| Organisation |  |  |
| Telephone number |  |  |
| Email |  |  |
| How you know them |  |  |

Right to Work Checks

It is a criminal offence to employ an individual who is not legally entitled to work in the United Kingdom and is subject to immigration control. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the United Kingdom. Appropriate documentation may include the original of your current passport, visa, birth certificate or any other document [or combination of documents] indicated by the Immigration, Asylum and Nationality Act 2006.

Do you currently have the right to work and live in the United Kingdom? **YES/NO** (please delete as appropriate)

Declaration

I am aware that the data will be processed in accordance with the Data Protection Act 1998 and will not be disclosed to any organisation not associated with Community Enterprise Ltd. I understand that the data will be stored confidentially whilst the application is processed and both electronic and paper records will be deleted/shredded within 12 months if the application is not successful.

I consent to the data collected on this form being used for the purposes of recruitment and selection.

I have read this application form fully and I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld any relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed without notice.

**Signed: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Employment

**Please tell us about your employment history which is relevant to this job.**

|  |  |  |
| --- | --- | --- |
| **Employer, dates of employment and job title** | **Description of role** | **Final salary and reason for leaving** |
|  |  |  |

Qualifications and Training

**Please use this space to tell us about the qualifications and training you have undertaken**

|  |  |  |
| --- | --- | --- |
| **Course title and dates** | **Topics or subjects** | **Qualifications achieved, if any** |
|  |  |  |

Statement

**Please use this space to describe how your personal values, knowledge, skills and experience equip you for this post, with reference to the job description, person specification and our organisational values.**

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|  |

Motivation

**Please describe why you want this job.**

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| --- |
|  |

Driving Licence

|  |
| --- |
| Do you possess a full current driving licence? **YES/NO** (please delete as appropriate)Do you have access to a car for work purposes? **YES/NO** (please delete as appropriate)Are you insured for Business purposes? **YES/NO** (please delete as appropriate) |

Queries

If you have any questions, or would like to discuss the job before applying, please contact the Systems & Administration Manager, Bridget Macrae: bridget@communityenterprise.co.uk.

*Please return this form electronically; if called for interview, you will be required to sign a paper copy. Please return the completed form to:*

**bridget@communityenterprise.co.uk**