

**Application for Employment: Community Capacity Development Coordinator.**

# **Section 1 - PERSONAL INFORMATION**

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| **Name:**  **Address:** | **Email:**  **Home Telephone No:**  **Daytime Telephone No:**  **Mobile:** |

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| References Please give the names, addresses and daytime telephone numbers of two people willing to act as referees on your behalf. Both should be able to comment on your work experience and at least one should be able to refer to your present (or most recent) employment. Please provide emails for both your referees. | |
| **1:**  **Name:**  **Job title:**  **Work relationship to you:**  **Address:**  **Telephone number:**  **Email:** | **2:**  **Name:**  **Job title:**  **Work relationship to you:**  **Address:**  **Telephone number:**  **Email:** |

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| **May we contact these referees prior to interview? 1: 2:** |
| **DECLARATION: I verify that to the best of my knowledge, the information supplied by me on this application form, and on any additional sheets, is correct.**  **Signed: Date:** |

#### Section 2 - EDUCATION AND TRAINING

**Please give details of secondary & further / higher education starting with the most recent.**

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| **Dates** | | **Educational establishment attended** | **Subjects studied** | **Qualifications / Certificates gained (including grade)** |
| **From** | **To** |  |  |  |

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| **Please give details of any other qualifications or training courses you have attended which you think may be relevant to this application.** |

**Section 3 - EMPLOYMENT**

(Starting with your present / most recent employer)  
Please continue on another sheet/s if necessary, however please ensure they are attached securely to the main application form and that your name (surname and initial only) is clearly marked on each additional sheet.

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| --- | --- | --- | --- | --- |
| **Dates Employed From / To** | **Paid / Unpaid** | **Employer** | **Job title and main responsibilities** | **Final salary & reason for leaving** |
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| **Notice Required by Current Employer:** |

**Section 4 – PERSONAL STATEMENT**

Please outline the experience, qualifications, knowledge, understanding, skills and abilities that you have, which are most relevant to this post. You should give examples and outline achievements that show how you meet the ‘Person Specification’ for this post. Important: Please DO NOT attach a Curriculum Vitae in place of this section as it will not be considered when short-listing applicants for interview. You may continue on another sheet/s as necessary. Please ensure that your name (surname and initial only) is clearly marked on each additional sheet.

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**Section 5 – GENERAL**

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| **Criminal Convictions**  Do you have any convictions that are not treated as spent under the terms of the Rehabilitation of Offenders Act 1974? Yes/NO  If yes, please provide details below:  (NB: This post is subject to an Enhanced Disclosure Check. Those convictions considered irrelevant to the post will be disregarded) |

**Section 6 – INTERVIEW**

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| We intend to interview on **Thursday** **9 and Friday 10 May** 2019. We will contact all applicants to let them know if they have been shortlisted for interview or not. |

**Guidance notes:**

* If you are successful at interview you may be asked to provide evidence of your qualifications, proof of your right to work in the United Kingdom and any other documentary evidence required for the post.
* Please ensure you have signed this form at the Declaration on Page 1. If you submit the form electronically you will be asked to sign the declaration at interview.
* Please submit your application by email to **carmen@thewelcoming.org**

The Welcoming Association, 20 Westfield Avenue, Edinburgh EH11 2TT   
Tel: 0131 346 8577 Email: [info@thewelcoming.org](mailto:info@thewelcoming.org) Website: [www.thewelcoming.org](http://www.thewelcoming.org)

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