**Job Application Form**

Completed forms should be returned to Paul Crozier , HCA at [paul@holborncommunity.co.uk](mailto:paul@holborncommunity.co.uk) by

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| **Post applied for: Doorstep Help Coordinator** |
| **Surname:** |
| **Forenames:** |
| **Address:** |
| **Telephone no:**  **Mobile no:**  **Email:** |

**Education**

Please give details of examinations passed and grades obtained during secondary, further and higher education [where applicable]

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**Employment history**

List present and previous employment (starting with the most recent)

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| Dates | Employers name and address | Job title and brief description of duties |
|  |  | [continue on another sheet if necessary] |

**Qualifications and training**

Please list courses completed, at work or in your own time, which are relevant to the post

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**Personal Statement**

Please state how your skills, knowledge and experience make you a suitable candidate for this post. We encourage you to provide examples of how you have applied these in the work place (or elsewhere) and the outcomes and achievement resulting from this. Please limit your response to 1000 words

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**References**

Both references should be from someone who has known you in a professional capacity and can comment on your suitability for the post. One must be your current employer.

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| Name:  Occupation/designation:  Organisation name:  Address:  Telephone no:  Email:  In what capacity does the referee know you?  Name:  Occupation/designation:  Organisation name:  Address:  Telephone no:  Email:  In what capacity does the referee know you?  **DISABILITY DISCRIMINATION ACT:** People with a disability or health condition, which is expected to last, or has lasted for a year or longer and which makes certain commonplace tasks more difficult to undertake, are entitled in law to ‘reasonable adjustments’ during the recruitment process. We are interested in any disability or health condition that may require such a reasonable adjustment.  **Do you consider yourself to have a disability or health condition Yes/No**  **What adjustments do you require in order to attend interview?** |
| **CRIMINAL RECORD:** I understand that in the event of being shortlisted for interview, because of the sensitive nature of the duties the post holder will be expected to undertake, I will be required to complete a confidential declaration to include details of any criminal convictions, cautions, reprimands and final warnings (and any other information that may have a bearing on my suitability for the post). I understand too that an Enhanced Disclosure Check will be sought in the event of a successful application. |
| If offered the post when could you take up the appointment? |
| If you are not an EC National do you have a work permit to be able to work in the UK? |
| **I can confirm that the information I have given on this form is correct and complete, and that misleading statements may be sufficient for cancelling any agreements made.**  **Signed Dated** |

If successfully shortlisted we will contact you informing you of interview dates. If you do not hear from us you may assume you have not been shortlisted.