

**APPLICATION FOR EMPLOYMENT**

**Role: ADMINISTRATION AND SCHOOLS COORDINATOR**

**Closing date: Monday 4th September 2017  
Interviews: 13th September 2017**

**Return your completed application to:**

[**applications@imaginate.org.uk**](mailto:applications@imaginate.org.uk)

**Before completing this form, please read the accompanying Guidance Notes.**

**PERSONAL DETAILS**

|  |
| --- |
| NAME: |
| Address:  Postcode: | |
| Mobile telephone number: | Email address: |

**CURRENT OR MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| Name and address of Employer: | |
| Job title: | Date of appointment: |
| Period of notice required/Leaving date if not now working: | |
| Reason for leaving: | |
| Please provide a brief outline of your main responsibilities | |

**PREVIOUS EMPLOYMENT**

Please start with your most recent position.

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Employment  From: To: | Name and Address of Employer: | Job title and brief details of main responsibilities: | Reason for leaving: |
|  |  |  |  |

**EDUCATION, TRAINING AND PROFESSIONAL QUALIFICATIONS**

Please start with the most recent qualification and include any currently being pursued.

|  |  |  |
| --- | --- | --- |
| Date obtained: | Name of school, university, college etc: | Qualifications obtained: |
|  |  |  |

**SUPPORTING STATEMENT**

Please write a **two page** statement of A4 explaining:

* Why you want to be Imaginate Imaginate’s Administration and Schools Coordinator
* How you meet the following three requirements of the essential sectionin the job description, using **examples to illustrate** your experience:  
  + Ability to work as part of a team and under own initiative
  + Organised approach to work and attention to detail
  + Confident in sales with excellent customer service particularly on the telephone

**Supporting Statement continued…**

**REFEREES**

Please provide details of two people, not related to you, who will provide an employment reference for you. One of these must be your current or most recent employer if you are not currently employed. The other should be a referee who can express a professional opinion on your work and your ability to perform the job for which you are applying.

|  |  |
| --- | --- |
| Name of referee: | Name of referee: |
| Name of organisation: | Name of organisation: |
| Occupation: | Occupation: |
| Address:  Postcode: | Address:  Postcode: |
| Email: | Email: |
| Contact number: | Contact number: |
| Relationship to you: | Relationship to you: |

May we request a reference:

|  |  |  |  |
| --- | --- | --- | --- |
|  | at any time |  | only after an offer of employment |

Please provide details of any access needs, special arrangements or adjustments you would require to enable you to participate in our selection process effectively.

In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. However, if you require a work permit in order to work in the UK please indicate by ticking this box:

Please provide details of any unspent convictions or cautions you have under the terms of the Rehabilitation of Offender Act, 1974. Offences resulting in licence endorsements should be disregarded. Failure to disclose such information may result in dismissal or disciplinary action by the Imaginate. This information will be treated as confidential and will not necessarily preclude you from employment.

**DECLARATION**

To the best of my knowledge the information on the application form is true and accurate:

Name: Date: