

**APPLICATION FOR EMPLOYMENT**

**Role:** Schools & Communities Project Co-ordinator

**Closing date:** Monday 27 June, 2022  **Interviews:** Monday 11 July, 2022

**Return your completed application to:** [**applications@imaginate.org.uk**](mailto:applications@imaginate.org.uk) **and include the job title as the subject. Before completing this form, please read the accompanying Guidance Notes.**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| NAME: | |
| Address:  Postcode: | |
| Mobile phone 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 working: | |
| Reason for leaving: | |
| Please provide a detailed outline of your main responsibilities: | |

**PREVIOUS EMPLOYMENT**

Please start with your most recent position.

|  |  |
| --- | --- |
| Date of employment (to - from): | Job title: |
| Name of Employer: | City: |
| Please provide an outline of your main responsibilities | |

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| --- | --- |
| Date of employment (to - from): | Job title: |
| Name of Employer: | City: |
| Please provide an outline of your main responsibilities | |

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| --- | --- |
| Date of employment (to - from): | Job title: |
| Name of Employer: | City: |
| Please provide an outline of your main responsibilities | |

**Add more boxes if needed.**

**EDUCATION, TRAINING AND PROFESSIONAL QUALIFICATIONS**

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

|  |  |  |
| --- | --- | --- |
| Dates (to - from): | Name of school/university/college and short description of the course/subjects covered | Qualifications obtained: |
|  |  |  |

**SUPPORTING STATEMENT**

Please write a maximum of **two page** statement (A4) explaining:

* Why you want to work for Imaginate as Schools and Communities Project Co-ordinator?
* How you meet the following three requirements of the job, using **examples to illustrate** your experience
  + Experience of co-ordinating projects including monitoring project budgets
  + Experience of working with children and/or young people

**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: |
| Job title: | Job title: |
| 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: