Application form Communications Co-ordinator (Children & Families Network) Licketyspit  
  
Please return this form by email to [shona@licketyspit.com](mailto:shona@licketyspit.com)

Deadline 9am, Thursday 30th September.

(Interviews are scheduled for Tuesday 5th and Thursday 7th October.)

(Please note that boxes will grow as you type into them.)

## 1. Personal details

|  |  |
| --- | --- |
| Full name |  |
| Title |  |
| Address |  |
| Postcode |  |
| Home telephone number |  |
| Mobile telephone number |  |
| Email address |  |

**2.** Please explain why you are interested in this role, how your work experience and person skills make you the ideal candidate, please evidence the points you make.

Please ensure that the information you provide is relevant, concise and to the point – maximum one-side A4, bullet point format is fine.

**3. Other information**

Please use this section to provide any additional information you feel is relevant to your application e.g. voluntary work, personal achievements, other interests.

## 4. Current/most recent employment details

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|  |  |
| --- | --- |
| Position |  |
| Name and address of employer |  |
| Employed from and to (dates) |  |
| Notice period required |  |
| Main responsibilities |  |
| Reasons for leaving |  |

## 5. Educational background (add boxes if necessary)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates | Educational/training establishments attended | Full-time/  part-time |  | Level | Results/grades |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## 6. Employment History

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Name and address of employer **(most recent first)** | Position held and main duties | Reasons for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Please give details of any other training, or professional qualifications which you feel are relevant to your application.  Do you or have you ever had a PVG check?  Are you a driver: Yes No  If so, would you be happy to drive as part of your job, if asked? Yes. No  How many years have you had a licence?  Clean Licence – Yes. No |

## Please tell us how you heard about this post?

## References

Please supply the name, address and telephone number of two referees (one must be your present, or most recent, employer and the other should be, where possible, a previous employer). Please also give the status of the referee (for example, line manager, personnel manager etc). We will not contact any referee prior to interview or without your permission.

|  |  |
| --- | --- |
| Name |  |
| Status |  |
| Address |  |
| Telephone number |  |
| Email |  |

|  |  |
| --- | --- |
| Name |  |
| Status |  |
| Address |  |
| Telephone number |  |
| Email |  |

**Please ensure that you have fully completed all points of this application form, including the additional information and equal opportunities monitoring form.**

## Declaration

I declare that the information given on this form is, to the best of my knowledge, true and complete. I understand that any false statements may be sufficient cause for my rejection or, if employed, dismissal.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

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Applications must be received by 9am on Thursday 30th September.

(Interviews are scheduled for Tuesday 5th and Thursday 7th October.)

Confidential

# Additional information and equal opportunities monitoring form

## Policy

Licketyspit is committed to equal opportunities in employment. The aim of the Equal Opportunity Policy is to ensure that all employees are recruited, trained and promoted according to their ability to fulfil the requirements of their post. There will be no discrimination in relation to employment.

The information will be treated as strictly confidential and used, in an anonymous way, for statistical purposes only. The form will be removed from your application prior to shortlisting.

Help us to ensure the effectiveness of our Equal Opportunity policy by completing this form.

|  |  |
| --- | --- |
| Post applied for | Communications Coordinator (Licketyspit Children & Families Network) |
| Date of birth |  |

# I would describe my ethnic origin as: (please put cross in appropriate box)

|  |  |
| --- | --- |
|  | White – British |
|  | White – Irish |
|  | White – other |
|  | Mixed - white/black African |
|  | Mixed - white/black Caribbean |
|  | Mixed - white/Asian |
|  | Mixed – other |
|  | Asian/Asian British – Indian |
|  | Asian/Asian British – Pakistani |
|  | Asian/Asian British – other |
|  | Black/black British – Caribbean |
|  | Black/black British – African |
|  | Black/black British – other |
|  | Chinese |
|  | Other ethnic group |

# I identify my gender as -

# Do you identity as having a disability within the meaning of the Equalities Act? (please put cross in appropriate box)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

|  |
| --- |
| Are there any adjustments that would assist / support you in undertaking this role? |

## Additional information

# General information –

|  |  |
| --- | --- |
| Do you need approval through the requirements of the UK Border Agency to work in the UK? |  |

# Convictions we don’t appear to have the delete as appropriate bit here?

|  |  |
| --- | --- |
| Have you ever been convicted of a criminal offence? (declarations subject to the *Rehabilitation of Offenders Act 1974*) |  |

### Please state your absences from work due to sickness over the past two years

|  |  |
| --- | --- |
| Number of periods absent due to sickness |  |
| Total number of days |  |
| Please explain any significant absences **(that is, any absences of five consecutive days or more)** | |