**GROW Wellbeing C.I.C.**

**Application Form: Project Co-Ordinator**

|  |  |
| --- | --- |
| First name/s |  |
| Last name  |  |
| Address |  |
|  |  |
| Postcode |  |
| Date of Birth |  |
| Email address |  |
| Telephone/ Mobile |  |
| National Insurance Number |  |
| Eligibility to work in the UKCurrent legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements. |
| Do you have an entitlement to work in the UK?  | YES / NO |

|  |
| --- |
| **Education** (most recent first) including all relevant training qualifications. |
| Dates | School/ College/ University | Qualifications gained |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Employment or Voluntary work** (most recent first) |
| Dates | Employer | Job role |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Dismissal**Have you ever been dismissed from any employment for any reasons other than redundancy?  | **YES / NO** |
| If Yes, please give details, including dates, employer, and reasons, below: |
| Date from: |  |
| Date to: |  |
| Employer: |  |
| Reason for dismissal: |  |

|  |
| --- |
| ReferencesPlease provide the names and contact details of two referees who can comment on your suitability for this position, including one who should be your current or most recent employer. If you are not currently working with children/ in an organisation supporting children, but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend - failure to declare this may result in immediate rejection of your application or dismissal from the role. References will be sought prior to interview. |
| **Current or most recent employer** |
| Referee Name |  |
| Job Title |  |
| Organisation |  |
| Address |  |
| Postcode |  |
| Email address |  |
| Contact phone no. |  |
| In what capacity do you know the referee? |  |

|  |
| --- |
| **Previous Employer** |
| Referee Name |  |
| Job Title |  |
| Organisation |  |
| Address |  |
| Postcode |  |
| Email address |  |
| Contact phone no. |  |
| In what capacity do you know the referee? |  |

|  |  |
| --- | --- |
| Do you have a current valid registered DBS? | YES / NO |
| If YES, DBS Certificate Number and date of issue? |  |
| Are you registered with the update service? | YES / NO |

|  |  |
| --- | --- |
| Do you have a full valid driving licence?  | YES / NO |
| Do you have regular use of a vehicle  | YES / NO |

|  |
| --- |
| **Your Skills, Knowledge and Experience relevant to the post** |
| This next part of the application form gives you the opportunity to tell us why you believe you are a suitable candidate for the position, including how you meet the requirements of a) the person specification and b) the job description. |

|  |
| --- |
| Please outline below how you believe you meet the requirements of the person specification. Please answer as fully as possible, addressing all elements of the role (continue on additional page if required) |
|  |
| Please share any specific, recent examples of how you believe you meet the requirements of the job description (continue on additional page if required) |
|  |

|  |
| --- |
| Declaration  |
| I confirm that the information contained in this application is correct, I understand that my application may be rejected or that I may be dismissed without notice for withholding or giving false information. I also give my consent to the processing of data contained or referred to in this application in accordance with the Data Protection Act 1998 and subsequent legislation.  |
| **Signed** |  |
| **Date** |  |

**Application submission**

Apply for this position by form only - no CV’s will be accepted.

Please send your completed application form, together with the completed Equality and Diversity monitoring form,

by email to: contact@grow-wellbeing.com,

marking your email **CONFIDENTIAL: Project Co-ordinator Application**

Closing date for applications: **5.00pm Friday 23rd April 2021**