

**Application for Project Coordinator - Edinburgh**

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| **Title:** |  | **First name:** |  | **Surname:** |  |

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| **Address:** |  |
| **Phone:** |  |
| **Email:** |  |

The information that you supply in this application form will enable WorkingRite to decide whether to invite you to an interview.

Whilst all sections may not be relevant to you personally, you should complete the form as fully and as accurately as possible to enable your application to be given full consideration.

**CVs will not be accepted.**

Please send your completed form to: [recruit@workingrite.co.uk](mailto:recruit@workingrite.co.uk)

Or post it to:

HR Department

WorkingRite

Catchpell House

4 Carpet Lane

Edinburgh

EH6 6SP

**Closing date for receipt of applications is**

**Applications received after this time will not be considered.**

The information provided within your application form will be processed in accordance with the Data Protection Act 1998.

**Education & Skills**

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| **Secondary Education** | | | |
| **School / College** | **Qualification** | **Subject** | **Grade** |
| *Example* | *Standard* | *Maths* | *1* |
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| **Further Education** | | | |
| **University / Establishment** | **Qualification** | **Subject** | **Grade** |
| *Example* | *BSc degree* | *Psychology* | *2:1* |
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| **Professional Qualifications** | |
| **Awarding Body** | **Qualification / Membership to Professional Institution** |
| *Example* | *Associate Member of the Chartered Institute of Management Accountants* |
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| **Additional Training** | | |
| **Provider** | **Course** | **Approximate Date** |
| *Example* | *Children & Young People’s Safeguarding* | *2013* |
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| **Computer Skills** |
| **Please detail your level of skills and experience with computer packages** |
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**Please note**, this role requires travel and use of own car.

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| **Driving** | |
| **Do you possess a full current driving licence?** | Yes  No |
| **Do you have any points against your licence?** | Yes  No |
| **Do you have use of your own car?** | Yes  No |

**Employment History**

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| **Current / Most Recent Employment** | |
| **Name of employer:** |  |
| **Address of employer:** |  |
| **Dates of employment (to and from):** |  |
| **Position held:** |  |
| **Salary and other benefits:** |  |
| **Notice required:** |  |
| **Reason for leaving:** |  |
| **Please detail your main duties and experience in this role** | |
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| **Previous Employment** | |
| **Name of employer:** |  |
| **Dates of employment (to and from):** |  |
| **Position held:** |  |
| **Reason for leaving:** |  |
| **Please briefly outline your main duties and experience in this role** | |
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| --- | --- |
| **Previous Employment** | |
| **Name of employer:** |  |
| **Dates of employment (to and from):** |  |
| **Position held:** |  |
| **Reason for leaving:** |  |
| **Please briefly outline your main duties and experience in this role** | |
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| --- | --- |
| **Previous Employment** | |
| **Name of employer:** |  |
| **Dates of employment (to and from):** |  |
| **Position held:** |  |
| **Reason for leaving:** |  |
| **Please briefly outline your main duties and experience in this role** | |
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Please continue on a separate sheet if necessary.

**Additional Information**

Please use this space to tell us how you meet the Person Specification, why you want this job, what appeals to you about WorkingRite and any other experience (e.g. voluntary work, personal interests/achievements) that you could bring to the role.

This box will expand when you write. Please do not exceed 2 pages.

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| **About you…** |
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| **Assistance and Accessibility** |
| **Are there any arrangements we can make for you relating to a health condition or disability to help you participate in the recruitment process?** |
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| **Rehabilitation of Offenders Act 1974** |
| The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored, after a ‘rehabilitation period’. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions that are ‘spent’ under the provision of the act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. If selected for interview you will be required to complete a criminal convictions declaration form that will only be reviewed if an offer of employment is being made. |

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| **Asylum & Immigration Act 1996** | |
| The Asylum and Immigration Act 1996 makes it an offence to employ anyone who is not entitled to live or work in the UK. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the UK. Appropriate documentation may include the original of your current passport, or birth/ marriage certificate and National Insurance Number [found on NI Card/ P45/P60 etc]. | |
| **Do you require a work permit?** | Yes  No |

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| **Confirmation of Qualifications** |
| If selected for interview you will be required to bring with you the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies. |

Where did you hear about this post?

**References**

Please give details of two referees. They should be qualified to comment on your ability and experience for this appointment and should include a referee from your current or most recent employer.

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| **Referee Contact Details** | |
| **Name:** | **Name:** |
| **Job Title:** | **Job Title:** |
| **Company:** | **Company:** |
| **Address:** | **Address:** |
| **Email:** | **Email:** |
| **Phone:** | **Phone:** |
| **Do not approach before interview** | **Do not approach before interview** |

**Declaration**

I have read the guidance above and I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld any relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed without notice.

**Name:**       **Date:**