**Application for Employment**

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| Job title: | Administrator ETIES |
| Reference: | ADMIN1 |

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| Pronouns: Click or tap here to enter text. | Forename: Click or tap here to enter text. | Surname: Click or tap here to enter text. |
| Address: Click or tap here to enter text. | | Postcode: Click or tap here to enter text. |
| Phone: Click or tap here to enter text. | | |
| Email: Click or tap here to enter text. | | |

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| **Employment History** | | | | |
| Dates | Employer | Salary | Position Held & Brief Outline of Responsibilities | Reasons for leaving |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **Education, Qualifications and Training Relevant to Post** | |
| Date | Qualification |
| Click or tap here to enter text. | Click or tap here to enter text. |

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| **Professional Development** |
| Including training, how have you addressed your continuous personal & professional development in the past 2 years? |
| Click or tap here to enter text. |

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| **Role Requirements** |
| Please comment on your ability to carry out the duties and responsibilities for this role, and also demonstrate how you meet role requirements and person specification. |
| Click or tap here to enter text. |

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| **References** | | | | |
| Please give contact details, one of which should be your present or most recent employer. Where you have been in post with your current or last employer (if currently not working) for less than 12 months, we will automatically take up references from your last two employers. Please provide their details. We do not employ people without satisfactory references. If you were offered a post it would be completely conditional upon receipt of these. Make sure the information is complete, current and appropriate, e-mail contact details help to speed things up. | | | | |
|  | **First Referee** | | **Second Referee** | |
| Name | Click or tap here to enter text. | | Click or tap here to enter text. | |
| Position | Click or tap here to enter text. | | Click or tap here to enter text. | |
| Relationship | Click or tap here to enter text. | | Click or tap here to enter text. | |
| Company (if employer) | Click or tap here to enter text. | | Click or tap here to enter text. | |
| Address & Postcode | Click or tap here to enter text. | | Click or tap here to enter text. | |
| Phone | Click or tap here to enter text. | | Click or tap here to enter text. | |
| Email | Click or tap here to enter text. | | Click or tap here to enter text. | |
| May we contact prior to interview? (please tick) | Yes | No | Yes | No |

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| **Convictions** |
| Please state any convictions you have had for criminal offences. Most of our posts are exempt from the Rehabilitation of Offenders Act. If the post you are applying for is not exempt, this will be stated in the covering letter and you need only declare unspent convictions. If none state “none”. If necessary attach a separate sheet giving details of dates, offences and sentences, place in separate envelope marked Private and Confidential or email HR with ***hr@communityrenewal.org.uk*** with the subject header ‘Private & Confidential- application additional information’. All exempt post will be subject to criminal record checks via the criminal records bureau.  Having a criminal record will not necessarily bar you from working with Community Renewal. |

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| **Declarations** | | |
| Are you related to or a partner of a Community Renewal worker or Board member? Please tick *(If yes give brief details on a separate sheet)* | Yes | No |
| To the best of my knowledge there is no reason in respect of my physical or mental health why I would not be able to carry out fully the tasks described for this post. I confirm that the information I have given on this form is correct and complete and that I understand misleading statements may be sufficient grounds for dismissal. | | |
| Signed: | Date:Click or tap to enter a date. | |
| Please return the completed form to [**oliver.scott*@communityrenewal.org.uk***](mailto:oliver.scott@communityrenewal.org.uk) with the subject ‘Private & Confidential- Application for Employment’ by the stated closing time and date. Please note- CV’s will not be accepted.  Equal Opportunity Forms should sent to [**hr@communityrenewal.org.uk**](mailto:hr@communityrenewal.org.uk)subject confidential | | |