Application Form

Please complete all sections of this form

The information that you supply in this application form will enable the interview panel 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.

The information provided within your application form will be processed in accordance with the Data Protection Act 2018.

Please indicate which post are you interested in;

Full time Yes/No

Full time Mat cover for 6 months Yes/No

Either Yes/No

|  |  |
| --- | --- |
| Post | **Social Enterprise Development Officer** |
| Closing date | **9am on Monday, 22nd September** |
| Name |  |
| Address |  |
| Post Code |  |
| Email |  |
| Mobile |  |
| Phone (home) |  |
| How to contact you during the day |  |

Assistance for people with disabilities

We are committed to being an Equal Opportunities Employer and do not discriminate in any way.

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| If you consider yourself to have a disability, are there any arrangements that we can make to assist/adapt, for you, if you are called to interview? Please give details below |

Referees

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. We do not accept references from family members.

Referees will not be approached prior to a conditional offer being accepted.

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Position |  |  |
| Organisation |  |  |
| Telephone number |  |  |
| Email |  |  |
| How you know them |  |  |

Asylum & Immigration Act 2006

The Immigration, Asylum and Nationality Act 2006 makes it an offence to employ anyone who is not entitled to live or work in the EU. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the EU. Appropriate documentation may include the original of your current passport, visa, birth certificate or any other document [or combination of documents] indicated by the Act.

Do you currently have the right to work and live in the EU? **YES/NO** (please delete as appropriate)

Declaration

I am aware that the data will be processed in accordance with the Data Protection Act 1998 and will not be disclosed to any organisation not associated with Community Enterprise Ltd. I understand that the data will be stored confidentially whilst the application is processed and both electronic and paper records will be deleted/shredded within 12 months if the application is not successful.

I consent to the data collected on this form being used for the purposes of recruitment and selection.

I have read this application form fully 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.

**Signed: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Values

Community Enterprise Ltd is a values driven organisation. We strive to ensure all our people and practices align with our core vision, mission and values so that we have a positive and effective work place. Our values can be found in the organisational profile or on our website.

|  |
| --- |
| **Tell us how you think your ways of working fit with our vision and our values**. Please cover at least three of these values and use specific examples of how you have demonstrated these values in your working life. Please write no more than one side of A4. |

Education

Please start with the most recent

|  |  |  |
| --- | --- | --- |
| **Institution or Body awarding qualifications** | **Dates** | **Subjects & Qualifications obtained** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Current or most recent employment experience

|  |  |
| --- | --- |
| Employer |  |
| Position held |  |
| Period in post |  |
| Salary |  |
| Key tasks and responsibilities |  |

Previous employment & work experience

Please list your employment history starting with the most recent. Describe briefly your responsibilities and achievements in each post*.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **Position** | **Key tasks, responsibilities & achievements** | **Dates & reason for leaving** |
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Other skills and experience

|  |
| --- |
| **Please use this space to tell us about any other skills and experience you consider relevant to this job** |

Commentary

Please use this section to explain how your previous experience and qualities would enable you to meet the requirements of this post as outlined in the job description and person specification.

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| --- |
|  |

Motivation

|  |
| --- |
| **Please describe why you want this job** |

Driving Licence

|  |
| --- |
| Do you possess a full current driving licence? **YES/NO** (please delete as appropriate)  Do you have access to a car for work purposes? **YES/NO** (please delete as appropriate)  Are you insured for Business purposes? **YES/NO** (please delete as appropriate) |

DECLARATION

*I confirm that the information I have given in this application is to the best of my knowledge, true and complete.*

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

*You may return this form electronically but if called for interview, you will be required to sign a paper copy. Please return the completed form to:* [janice@communityenterprise.co.uk](mailto:janice@communityenterprise.co.uk)

QUERIES

If you have any questions, or would like to discuss the job before applying, please contact the Development Director, Judith Eele: [judith@communityenterprise.co.uk](mailto:judith@communityenterprise.co.uk)

