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| Title of post applied for: | Programme Manager | Closing Date: |  |
| How did you hear about this vacancy? |  | Return application to: | [hr@helpforce.community](mailto:hr@helpforce.community) |

Before completing this form, please read the accompanying guidance notes. Please write clearly in black ink or type.

### **Confidential**

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| **1. PERSONAL DETAILS** (BLOCK CAPITALS PLEASE)   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Surname: | |  | | | Initials: |  | | Former surnames if different: | |  | | | Preferred Name or Title (Optional): |  | | Address: | | | | | Tel No (home): |  | | Tel No (business): |  | |  | | | | | Tel No (mobile): |  | | <Town> | | | <Post Code> | | Fax No: |  | | E-Mail address: | | |  | | Nat. Insurance No: |  | | Nationality: |  | | | If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit. | | | | Do you need a work permit to be employed in the UK? | | | ☐ Yes  ☐ No | If you already have a work permit, when does it expire?        (Please note that your current work permit may not be valid for this post.) | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Preferred work arrangements: | ☐ Full-time | ☐ Job share | ☐ Term time only | ☐ 30 hours a week | |

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| **2. EDUCATION AND PROFESSIONAL QUALIFICATIONS**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Secondary School / College / University | Dates | | Examinations taken | Date | Result | | From | To | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |

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| |  | | --- | | Professional qualifications currently held: how obtained, grade and date |  |  | | --- | | Other relevant educational or training courses, with dates | |

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| **3. PRESENT POST**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Title of Post: |  | | | Salary/Grade: | |  | | Name of Employer: |  | | | Business of Employer: | |  | | Address: | | | | Date Commenced: | |  | | Date Ended (if applicable): | |  | |  | | | |  | |  | | <Town> | | <Post Code> | |  | |  | | Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable): | | | | | | | | Reason for leaving or wishing to leave: | | |  | | | | | Period of notice required to terminate present employment: | | | | |  | | | Please notify us of any dates you are available for interview: | | | | | | | |

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| **4. PREVIOUS EMPLOYMENT**  (Please use the continuation sheet if necessary.)   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name and Address of Employers | Position held | Reason for leaving | Date Commenced: | Date Ended | Final grade/salary | | <Name of Employer>  <Address 1>  <Address 2>  <Address 3>  <Post Code> |  |  |  |  |  | | Description of duties: | | | | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name and Address of Employers | Position held | Reason for leaving | Date Commenced: | Date Ended | Final grade/salary | | <Name of Employer>  <Address 1>  <Address 2>  <Address 3>  <Post Code> |  |  |  |  |  | | Description of duties: | | | | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name and Address of Employers | Position held | Reason for leaving | Date Commenced: | Date Ended | Final grade/salary | | <Name of Employer>  <Address 1>  <Address 2>  <Address 3>  <Post Code> |  |  |  |  |  | | Description of duties: | | | | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name and Address of Employers | Position held | Reason for leaving | Date Commenced: | Date Ended | Final grade/salary | | <Name of Employer>  <Address 1>  <Address 2>  <Address 3>  <Post Code> |  |  |  |  |  | | Description of duties: | | | | | | |

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| * **Read the Person Specification carefully** * **Give specific examples from your past work experience** * **Use details of a situation, what you did and the outcome** * **Write a maximum of 500 words**   **5. RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS JOB** |
| **6. OTHER INFORMATION**   |  |  | | --- | --- | | I am willing and able to undertake appropriate training and development as required. | ☐ Yes ☐ No |  |  |  |  |  | | --- | --- | --- | --- | | What activities outside work interest you? (State any positions held you consider relevant.) | | | | | Do you hold a current driving license? | ☐ Yes ☐ No | Do you have access to a car? | ☐ Yes ☐ No |  |  |  | | --- | --- | | **Disabilities** | | | If selected for interview, do you require any special arrangements to be made on account of a disability? | ☐ Yes ☐ No | | If “yes”, please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfill our obligations under the Equality Act 2010: | |  |  |  | | --- | --- | | **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** | | | Have you any convictions that are not spent under Rehabilitation of Offenders Act? | ☐ Yes ☐ No | | If Yes, please provide further details: (Spent convictions do not have to be declared) | | |

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| **7. REFERENCES**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Referee 1** | | | | **Referee 2** | | | | | Title (Mr, Mrs etc): |  | | | Title (Mr, Mrs etc): |  | | | | Full Name: |  | | | Full Name: |  | | | | Job Title: |  | | | Job Title: |  | | | | Organisation: |  | | | Organisation: |  | | | | Address: | | | | Address: | | | | |  | | | |  | | | | | <Town> | | <Post Code> | | <Town> | | <Post Code> | | | Tel No: |  | | | Tel No: |  | | | | E-mail address: |  | | | E-mail address: |  | | | | Fax No: |  | | | Fax No: |  | | | | Please state if we may obtain this reference prior to interview. | | | ☐ Yes  ☐ No | Please state if we may obtain this reference prior to interview. | | | ☐ Yes  ☐ No | |

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| **8. DECLARATION**   |  |  |  |  | | --- | --- | --- | --- | | I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment. | | | | | Signature: |  | Date: |  | | Name: |  |  | | | The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the General Data Protection Regulations and will be processed solely in connection with recruitment. Please see our Privacy Notice for further information. | | | | |