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|  | **North Tyneside****Voluntary Organisations Development Agency** |
| **An independent charity supporting volunteers and the Voluntary & Community Sector** |

**Application Form for the position of**

**Best Start Project Worker**

**Section 1: Personal Details**

**Please note:** In the interests of equality **this section will not be seen by the interview selection panel.** Please ensure you answer all questions.

|  |  |  |  |
| --- | --- | --- | --- |
| Title: |  | First names: |  |
| Last name: |  |
| Address: |  |
|  |  |
| Post Code: |  | E-mail: |  |
| Telephone: |  | home |  | work |
|  |  |  |  | **(if we may contact you there)** |

|  |  |
| --- | --- |
| **Disability:** Under the Equalities Act a person is considered to have a disability if they have a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities. Based on this definition, do you consider yourself to be a disabled person? **Yes  No ** |  |

***Why we ask this question:*** We need to ensure that people with disabilities are not disadvantaged and are given support if required. As a Disability Confident Employer we guarantee to interview disabled candidates who meet the essential criteria. Your response to this question will not be seen by the interview selection panel.

Do you have support needs if asked to attend for interview?

If so, please give details, e.g. interpreter, wheelchair access, etc.:

|  |
| --- |
|  |

**Work entitlement**: Are you entitled to work in the UK? Yes  No 

*You will be required to prove your eligibility to work in the UK.*

**Declaration**: I declare that the details I have provided in this application are true and that any incorrect information could result in summary dismissal. I understand that the contents of this application will form part of the Contract of Employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s signature: |  | Date: |  |

(If submitting be e-mail this form may be signed at interview)

**Section 2: Education since the age of 13 years**

|  |  |
| --- | --- |
| Schools |  Qualifications |
|  |  |
| College/University | Qualifications |
|  |  |
| Further Education andFormal Training | Qualifications |
|  |  |

|  |
| --- |
| Details of any other courses attended (Include professional membership and qualifications. This box will expand as you type.) |

**Section 3: Employment**

Please give full details of your employment history. Start with your most recent employer. **Please explain any gaps in your employment history. *Unexplained gaps or missing information may result in your application being rejected.*** The table below will expand as you type.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employer’s name and address** | **Job Title** | **Salary** | **Main duties** | **Dates** | **Reason for leaving** | **How long in post?** |
|  |  |  |  |  | Please give you reasons for wanting to leave your current and previous jobs. |  |

**Section 4: Information relevant to the post**

|  |
| --- |
| Tell us about your experience and skills you will bring to this post.  Please refer to the person specification in the job description using the essential and desirable criteria as guidance.  Also, please use this space to tell us what has led you to apply for this position, what excites you about working at VODA?**Maximum of 1,000 words.** |

**Section 5: References**

All appointments are subject to the receipt of references that are satisfactory to VODA.

Open references and references from family members are not acceptable. We will only contact the successful candidate’s referees.

Reference 1 should be an employment reference from the current or most recent employer (from employer or line manager not a colleague)

Reference 2 an employment or character reference

We can accept references only from the following:

|  |  |
| --- | --- |
| **Your situation** | **Reference 1 required from** |
| Currently employed  | **⇨** | Your current line manager |
| Previously employed, now unemployed  | **⇨** | Your last line manager |
| No previous employment | **⇨** | A lecturer or teacher |
| Volunteering experience | **⇨** | Your supervisor / line manager |

Please complete the details in the table below:

|  |
| --- |
| **Referee 1 Contact Details** |
| Title: |  |
| Name: |  |
| Position: |  |
| Organisation/company: |  |
| Address: |  |
|  |
|  |
| Post Code: |  |
| Telephone number: |  |
| E-mail: |  |

|  |
| --- |
| **Referee 2 Contact Details** |
| Title: |  |
| Name: |  |
| Position: |  |
| Organisation/company: |  |
| Address: |  |
|  |
|  |
|  |
| Post Code: |  |
| Telephone number: |  |
| E-mail: |  |

***Please…***

✓ Completed application form

🗶 No CVs

🗶 No photographs

🗶 No open references

🗶 No cover letter

🗶 No proof of qualifications