*Please ensure that you complete all sections of the form, along with a covering letter to support your application and a declaration form.*

*As part of our safer recruitment process, CPAS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

**Application Form for**

**Events and Volunteer Co-ordinator**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Your details** | | | | | | | | | | | | | | | | | | | | | | | |
| **Title** |  | **First name** | |  | | | | | | | **Surname** | | | |  | | | | | | | | |
| **Email** | | | |  | | | | | | | | | | | | | | | | | | | |
| **Home address** | | | |  | | | | | | | | | | | | | | | | | | | |
| **Postcode** | | | |  | | | | | | | | | | | | | | | | | | | |
| **Telephone numbers** | | | | **H** |  | | | | | |  | | **M** | | | | | | | | | | |
| **Further addresses**  *If you have lived at your current address for less than 5 years, please give details of your previous address(es). Continue on a separate sheet if necessary and ensure a full 5-year period is covered.* | | | | | | | | | | | | | | | | | | | | | | | |
| **From** | |  | | | | **To** |  | | **From** | | | | | |  | | **To** | | |  | | | |
| **Home address**  **Postcode** | |  | | | | | | | **Home address**  **Postcode** | | | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **2. Current/Last employment** | | | | | | | | | | | | | | | | | | | | | | | |
| **Position Held** | | |  | | | | | | | | | | | | | | | | | | | | |
| **Name of Employer** | | |  | | | | | | | | | | | | | | | | | | | | |
| **Address** | | |  | | | | | | | | | | | | | | | | | | | | |
| **Start to end date** | | |  | | | | | | | | | | | | | | | | | | | | |
| **Current Salary** | | |  | | | | | | | | | | | | | | | | | | | | |
| **Brief description of job** | | |  | | | | | | | | | | | | | | | | | | | | |
| **Reason for leaving (if applicable)** | | |  | | | | | | | | | | | | | | | | | | | | |
| **Notice Required** | | |  | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **3. PREVIOUS EMPLOYMENT**  Please list in chronological order, with precise dates | | | | | | | | | | | | | | | | | | | | | | | |
| **Position held** | | | | **Name of Employer** | | | | **Start date** | | | | | | **End date** | | | | | | | | **Reason for leaving** | |
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| **4. EDUCATION AND ACADEMIC QUALIFICATIONS** | | | | | | | | | | | | | | | | | | | | | | | |
| **Post Graduate Qualifications**  **(name of establishment)** | | | | **From** | | | | | | | | **To** | | | | | | | | | **Qualifications Awarded** | | |
|  | | | |  | | | | | | | |  | | | | | | | | |  | | |
| **Higher Education (name of establishment)** | | | | **From** | | | | | | | | **To** | | | | | | | | | **Qualifications Awarded** | | |
|  | | | |  | | | | | | | |  | | | | | | | | |  | | |
| **Secondary School (name of establishment)** | | | | **From** | | | | | | | | **To** | | | | | | | | | **Qualifications Awarded** | | |
|  | | | |  | | | | | | | |  | | | | | | | | |  | | |
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| **5. PROFESSIONAL DEVELOPMENT** | | | | | | | | | | | | | | | | | | | | | | | |
| **Course Title** | | | | **Provider** | | | | **Duration** | | | | | | **Dates** | | | | | | | | **Qualification Awarded** | |
|  | | | |  | | | |  | | | | | |  | | | | | | | |  | |
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| **6. ANY OTHER RELEVANT WORK OR VOLUNTEERING EXPERIENCE**  Please leave blank if not applicable | | | | | | | | | | | | | | | | | | | | | | | |
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| **7. PERSONAL INTERESTS** | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **8. referees**  We will contact your referees for a reference to support your application. We are unable to accept references from relatives. CPAS reserves the right to request additional references where it feels this is appropriate. | | | | | | | | | | | | | | | | | | | | | | | |
| **professional Referee – your present or most recent employer***.* | | | | | | | | | | | | | | | | | | | | | | | |
| **Title** |  | **First name** | |  | | | | | | | **Surname** | | | |  | | | | | | | | |
| **Job title** | | | |  | | | | | | | | | | | | | | | | | | | |
| **Email address** | | | |  | | | | | | | **This referee has known me for** | | | | | | |  | | | | | **years** |
| **Work address**  **Postcode** | | | |  | | | | | | | | | | | | | | | | | | | |
| **Telephone (daytime)** | | | |  | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **personal Referee** | | | | | | | | | | | | | | | | | | | | | | | |
| **Title** |  | **First name** | |  | | | | | | | **Surname** | | | |  | | | | | | | | |
| **In what capacity do you know the above?** | | | |  | | | | | | | | | | | | | | | | | | | |
| **Email address** | | | |  | | | | | | **This referee has known me for** | | | | | | | | |  | | | | **years** |
| **Home address**  **Postcode** | | | |  | | | | | | | | | | | | | | | | | | | |
| **Telephone (daytime)** | | | |  | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **9. INTERVIEW**  Please give details of any adjustments to the interview process that would assist you if invited to interview. | | | | | | | | | | | | | | | | | | | | | | | |
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| **10. GENERAL DATA PROTECTION REGULATIONS 2018** | | | | | | | | | | | | | | | | | | | | | | | |
| I certify that the information given above is correct to the best of my knowledge. I understand that an offer of appointment will be subject to satisfactory references, completed DBS, proof of identity and right to live and work in the UK.  I give consent for personal information, provided as part of this application, to be held in accordance with GDPR (General Data Protection Regulations). For further information regarding how data is used, please read CPAS’ Privacy Notice (detailed on the CPAS website). | | | | | | | | | | | | | | | | | | | | | | | |
| **Signature:** | | | | | | | | | | | | | | | | **Date:** | | | | | | | |
| **PLEASE NOW COMPLETE A COVERING LETTER AS PART OF YOUR APPLICATION** | | | | | | | | | | | | | | | | | | | | | | | |