**Application form**

***Active Impact* – Parent Carer Forum Administrator**

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| --- | --- |
| **NAME** |  |
| **CONTACT ADDRESS** |  |
| **E-MAIL** **(we will use this to inform you if you are invited to interview)** |  |
| **PHONE/S** |  |

**ELIGIBILITY AND SUITABILITY**

Do you need a work permit for permanent employment in the UK? YES  NO

If YES, do you have one? YES NO

Do you have any criminal convictions that might make you unsuitable for this post? YES NO

If YES, please itemise:

**EDUCATION AND QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Institution** | **Course** | **Results** |
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**EMPLOYMENT HISTORY – most recent first - please give dates and explain any gaps in employment. Include your key responsibilities for the most significant jobs.**

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| --- | --- | --- |
| **Dates** | **Employer** | **Job Role and responsibilities** |
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**LETTER OF APPLICATION**

Please attached a PDF letter to tell us why you are a good applicant for this post. Please give evidence of your knowledge, abilities and experience in relation to each of the points listed on the Person Specification bearing in mind the tasks listed in the Job Description.

Please write a maximum of two sides of A4 in 12 point font.

**REFEREES**

Please give the name, role and contact details of two referees who know your work well.

|  |  |  |
| --- | --- | --- |
| Name | Role and how they know you | Contact details – email and phone |
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**REASONABLE ADJUSTMENTS**

Please indicate whether you have any particular access or other requirements so that we can make you welcome and ensure that you are able to contribute effectively if invited to interview.

***Interviews will take place week on either Weds 26th or Thursday 27th August. Please reserve these dates.***

***We will inform candidates who are being called for interview by Friday 21st August.***

**The statements made in this application are true. I understand that any false statements may lead to any offer of work being withdrawn.**

**NAME**  **DATE**