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**Application Form**

**Stepping Stones Project Coordinator**

Post funded by:

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## 

## Personal Details Form

**This form will be detached from your application for short-listing purposes**

|  |  |  |
| --- | --- | --- |
| **Job Title:** | | **Date:** |
| **Surname:** | **First Name:** | |
| **Address:** | | |
| **Postcode:** | **Preferred Title:** | |
| **Daytime Tel:** | **Evening Tel:** | |
| **Email:** | | |

**References:** Please give details of two independent referees, the first of which should be your current employer. Please note than referees will only be contacted if YouthBorders wish to make a conditional offer of the post. All conditional offers will be subject to satisfactory references

|  |  |  |
| --- | --- | --- |
| **Name and**  **Position held** | **Email and Contact Address** | **Telephone number** |
|  |  |  |
|  |  |  |

**Eligibility to work in the UK:** It is unlawful to employ a person aged 16 or over who does not have permission to live and work in the UK. We will not be able to employ you if you cannot produce any of the necessary documents.

* Do you have any restrictions on working in the UK? **Yes** **No**
* If yes, do you hold appropriate work visa/permits for the full term of this job?

**Yes** **No**

**Information for disabled applicants**

YouthBorders is committed to the principle of equal opportunity for all its employees and for all applicants for posts with the organisation. We are committed to increasing employment opportunities for disabled people and encouraging all disabled people to apply for jobs with us. We will treat all information in confidence and this information will not be used as part of the short-listing process. Under the Disability Discrimination Act (1995) a person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long term effect on his/her ability to carry out normal day to day activities.

Based on this definition, do you consider yourself to be a disabled person? **Yes** **No**

If yes, please state your disability: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have particular requirements in respect of the interview or selection test, please give us details in the space below or provide details on an additional sheet.

Application Form

|  |  |
| --- | --- |
| **Job Title:** | **Stepping Stones Project Coordinator** |

Section 1: Current or most recent employment

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| --- |
| Job: Salary:  Your Employer:  Address and postcode:  How long have you worked for this employer?  Period of notice required:  Please give brief details of your current/most recent responsibilities: |

Section 2: Previous Employment

**Please complete in reverse chronological order (most recent first). Please include volunteer roles in addition to paid employment.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer’s**  **Name and address** | **Job title and main duties** | **Dates** | **Reason for**  **Leaving** |
|  |  |  |  |

Section 3: Education and Training

**Education**

|  |  |  |
| --- | --- | --- |
| Dates | School, College, University | Exams passed/Qualifications (please include subjects, level, and grade achieved) |
|  |  |  |

**Vocational/Professional Training**Please provide details or other awards or qualifications you have achieved or training you have completed which are relevant to this post.

|  |  |  |
| --- | --- | --- |
| **Dates** | **Awarding Body** | **Course/Qualification Achieved** |
|  |  |  |

Section 4: Supporting Statement

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| --- |
| Please explain (maximum of 750 words) why you are applying for this job. Based on the person specification, provide specific examples to show how you meet each one of the essential and desirable criteria. |
|  |

YouthBorders is a GDPR compliant organisation which treats and holds all data securely and sensitively. Please see our Job Applicant Privacy Notice:



**Please return this application to YouthBorders together with a covering letter and completed equalities and diversity monitoring form to info@youthborders.org.uk by 12 noon on Wednesday 24th April 2024.**