 Community Development Worker (Training Scheme)

**Application Form**

|  |
| --- |
| Please return this form **and** the equal opportunities form to jobs@clementjames.org by 9am, Thursday 14th November 2019. The selection process will take place on Thursday 21st November 2019 at 95 Sirdar Road, London, W11 4EQ, and the role will ideally start on 7th January 2020.   * Thank you for your interest in us and for taking the time to complete this application form. * This application form must be completed in all sections. Typed applications only, please. Thank you! * C.V.s are not an acceptable alternative. |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Information** | | | | | | | | | | | |
| Surname: | | | | | | Other Names: | | | | | |
| Title: (Mr/Ms/Miss) | | | | | | Previous Names: | | | | | |
| Contact Address: | | | | | | | | | | | |
| Tel (home): | | | | | | Tel (mobile): | | | | | |
| Tel (work): | | | NI number: | | | Email address: | | | | | |
| Can you demonstrate that you have the right to live and work in the UK? | | | | | | | | | | | |
| When could you take up the appointment? | | | | | | | | | | | |
| |  | | --- | |  |   I understand that some evening and weekend work will be required (for which time off in lieu will be awarded according to our policy).  ***Please tick to indicate you understand this requirement*** | | | | | | | | | | | |
| Have you applied for a post at The ClementJames Centre or our sister charity **Into**University previously?  If yes, please provide details of the post and the date of application: | | | | | | | | | | | |
| **References**  **Please provide names, addresses, telephone numbers and email addresses for two referees. One referee must be your most recent employer. We will contact your referees if you are selected for interview.** | | | | | | | | | | | |
| Name and Position: | | | | | | Name and Position: | | | | | |
| Address: | | | | | | Address: | | | | | |
| Tel No. | | Email: | | | | Tel No. | | | | | Email: |
| **Previous Experience**  Starting with your most recent experience, please show all paid employment, voluntary work or other experience.  Please explain all periods when you were not in education, paid employment or doing voluntary work. | | | | | | | | | | | |
| Job title / Voluntary position / Description of other experience | Name and address of employer/ organisation | | | Started on  Month/Year | Finished on Month/Year **and** the reason for leaving | | Full or Part Time? | Salary (if voluntary put ‘unpaid’) | Hours  worked  per week | Duties, responsibilities and challenges  *(You only need to complete this column for work or experience which is relevant to the job you are applying for)* | |
|  |  | | |  |  | |  |  |  |  | |
|  |  | | |  |  | |  |  |  |  | |
|  |  | | |  |  | |  |  |  |  | |
|  |  | | |  |  | |  |  |  |  | |
|  |  | | |  |  | |  |  |  |  | |
|  |  | | |  |  | |  |  |  |  | |
|  |  | | |  |  | |  |  |  |  | |

Please add additional rows to this table if required.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Education and formal training starting with secondary school**  If shortlisted, we will request proof of any qualifications held | | | | | |
| Date  from | Date  to | Name of Institution | Full or Part Time? | Course/Subjects | Qualifications  please give grades and date awarded |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Please add additional rows to this table if required.

|  |
| --- |
| The ClementJames Centre’s Aims and Values |
| At the ClementJames Centre we value and recognise the talent of every person. Please give us an example of a time when you have helped someone to achieve by behaving positively and reinforcing his/her belief in his/herself *(75 words max: please do not exceed the word limit).*  At The ClementJames Centre we complete everything to the highest possible standard. Please give us an example of a situation where you have thought of an innovative solution to a problem. *(75 words max: please do not exceed the word limit).*  At The ClementJames Centre, we promote teamwork and togetherness. Please tell us about a time when you have successfully achieved a goal as part of a team *(75 words max: please do not exceed the word limit).*  In your own words (please do not copy and paste from our website) please give a persuasive argument for the value of the work that The ClementJames Centre does *(75 words max: please do not exceed the word limit).*  Please tell us what you like about The ClementJames Centre *(75 words max: please do not exceed the word limit).* |
| **Your interests** |
| *Please tell us briefly about your interests, enthusiasms and recreational activities* |
| **Supporting Statement** |
| *In approximately 400 words (please do not exceed the word limit by more than 10%) please use this section to tell us how you feel you could meet the requirements of the job. Please demonstrate the skills, aptitude, experience and knowledge you can offer, showing how they relate to the job description.* |

|  |
| --- |
| As part of the Community Development Worker role, you will be required to deliver either Information, Advice & Guidance or Numeracy & Literacy support to our clients. **Please indicate your preference here: Information, Advice & Guidance  Numeracy & Literacy  Either**  If you have indicated ‘Either’ and you are successful at the Selection Day, we will let you know which of these interventions you will be delivering when we offer you the role. |

|  |
| --- |
| **Do you have any spent or unspent convictions under the terms of the Rehabilitation of Offenders Act (1974)?**  If you answered Yes, please provide further details:  Please Note: You will be subject to an enhanced DBS check if offered a position; your appointment will be withdrawn if your DBS check is not satisfactory. |

**DECLARATION**

I declare that the information I have supplied on this form is true and accurate and can be treated as part of any subsequent contract of employment. (Please type your name below. If you are selected for interview you will be required to sign a hard copy of this form on the interview day).

Name: Signature: Date:



Equal Opportunities Monitoring Form

**Strictly Confidential**

To help us ensure that our recruitment procedures operate in such a way as to provide genuine equality of opportunity, and for no other reason, it would be helpful if you would assist this process by completing the brief questions below and return this sheet with your application form. This information will not be available to members of the selection panel.

Please answer the following questions:

|  |  |
| --- | --- |
| Gender: | Ethnic origin: |
| Age: | Do you consider yourself disabled: |

**How did you hear about this role?Please tick all that apply.**

|  |  |  |
| --- | --- | --- |
| Charityjobs.co.uk | University Careers service | Word of Mouth |
| Social Media site (Facebook, Twitter, LinkedIn etc.) | The Guardian | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Thank you for your time.**