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**APPLICATION FORM**

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| **POST TITLE** | **St Mary’s Community Engagement Worker.** |
| **RESPONSIBLE TO** | **St Mary’s Community Centre Management Group.** |
| **CONTRACT** | **24 months from start date.** |

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| **NB. CV’s will not be accepted as a means of applying for the post.**  **Email completed application and additional information to:** [**stmarysfacility@yahoo.co.uk**](mailto:stmarysfacility@yahoo.co.uk)  **Completed applications must be returned by end-of-day Friday 20th June 2025.** |

**Personal Details**

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| Title  Mr/Mrs/Miss/Ms/Other |  |
| Name |  |
| Address inc. postcode |  |
| Telephone |  |
| Email |  |

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| Please state whether there are any adjustments that you may require to enable you to fully participate in the recruitment process e.g. assistance with completing the application form, wheelchair access etc. |  |

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| Eligibility to Work. | ASYLUM AND IMMIGRATION ACT 1996 Under Section 8 of the Asylum and Immigration Act 1996, employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you are invited for interview, you will be required to produce an official document confirming that you are entitled to live and work in the UK, e.g. passport, full birth certificate and official document confirming your name and national insurance number; or a passport/travel document/letter from the Home Office. |

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| If offered the post, what period of notice would you be required to give for your current post? |  |

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| If offered the post, when would you be able to start? |  |

**Skills & Experience**

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| What professional/work/ personal experience do you have that would equip you for this post?  Please make close reference to the Person Specification when answering this question. |  |

**Education & Training**

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| University or College. |  |
| Secondary School. |  |
| Any other relevant training or qualifications. |  |

**Work History**

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| Name and address of  current and former employers  with most recent first. | Position heldtogether with dates. | Please tell us about your duties and responsibilities in the role. |
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**Additional Information**

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| Use this section to provide any further information that you feel is important to share in support of your application. |  |

**References**

In your application, you are required to provide details of two referees who can provide information about you which is relevant to your application. Referees will not be contacted unless we are considering offering you the post. One of the referees must be your current or most recent employer. If you have no suitable previous employer who is able to provide an employment reference, a reference can be accepted from education establishments where you have been in education, or a character reference can be accepted from a person of 'good standing', e.g. Minister, Leader of Voluntary Organisation, GP. References are not accepted from family members or friends. St Mary’s Community Centre Management Group reserves the right to ask for details of a further referee where we are not satisfied for any reason.

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| Reference 1.  Name.  Email.  Occupation. |  |
| Reference 2.  Name.  Email.  Occupation. |  |

**Qualifications and Certificates**

You will be asked to bring original copies of all relevant educational and professional qualifications and memberships to your interview. A copy will be taken for our records. If the original certificate is unavailable, you must obtain a certified copy of the document from the issuing body.

**Your Personal Information**

St Mary’s Community Centre Management Group will use your personal information to assess your suitability for this job. It will keep that information for no longer than is necessary for that purpose or to satisfy relevant legal obligations.

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| **Application**  **Declaration** | I declare that the information supplied by me in this application form and any accompanying papers or correspondence concerning this appointment is true to the best of my knowledge and belief. I understand that any offer of employment will be subject to all references proving satisfactory, and that all posts commence with a probationary period of at least 3 months.  Signature: ........................................................................ Date: .................................. |

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| **Data Protection** | In accordance with the Data Protection obligations, I consent to St Mary’s Community Centre Management Group processing and continuing to process all personal data contained on this application form of which I am the subject.  Forename: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |