

Application form: Projects and Programme Co-ordinator



Deadline: **Wednesday 5 May 2021**

Interviews: **Wednesday 12 May 2021**

Please complete all sections. CVs will only be accepted as supplementary information.

Use continuation sheets if necessary. Please e-mail info@sampad.org.uk if you need further information.

Title: _____ **Forename:** _____ **Surname:** _____

Address: _____

_____ **Postcode:** _____

Tel: _____ **Mobile:** _____

Email: _____

1. Education and training (formal and informal). Please start with the most recent.

Dates	School/college/training body/other	Qualifications obtained (if any)
-------	------------------------------------	----------------------------------

--	--	--

2. Previous and present employment. Please start with the most recent.

Dates	Employer	Position held. Please give brief description of responsibilities and final salary.
--------------	-----------------	---

3. Experience in relevant voluntary work or activity. Please start with the most recent.

Dates	Host organisation	Voluntary work or activity relevant to the job. Please give brief description of responsibilities.
--------------	--------------------------	---

- 4. Please state why you are applying for this job, and what skills and qualities you would bring to it. Please address the job description and all aspects of the person specification.**

Please use a continuation sheet if necessary, keeping this to a maximum of one additional sheet.

5. Please give details of two referees. One should be your present or most recent employer. We will not approach referees until after the interview.

First referee:

Name: _____

Position: _____

Address: _____

Tel: _____ Email: _____

Second referee:

Name: _____

Position: _____

Address: _____

Tel: _____ Email: _____

6. Do you have any specific needs that may be relevant should you be shortlisted for an interview?

Selection will be based solely on ability to meet the person specification.

7. How did you hear about this position?

8. Applicant's statement.

I certify that all the information given on this form is correct.

Signed: _____

Date: _____

Please return the completed form by email to info@sampad.org.uk to arrive no later than Wednesday 5 May 2021.