

## Application form: Projects and Programme Co-ordinator



Deadline: **Wednesday 2 February 2022**

Interviews: **Wednesday 9 February 2022**

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

Use continuation sheets if necessary. Please e-mail [info@sampad.org.uk](mailto: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)
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**2. Previous and present employment.** Please start with the most recent.

<b>Dates</b>	<b>Employer</b>	<b>Position held.</b> Please give brief description of responsibilities and final salary.
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**3. Experience in relevant voluntary work or activity.** Please start with the most recent.

<b>Dates</b>	<b>Host organisation</b>	<b>Voluntary work or activity relevant to the job.</b> Please give brief description of responsibilities.
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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](mailto:info@sampad.org.uk) to arrive no later than Wednesday 2 February 2022.**