Job Vacancies

Speak Out in Hounslow

2-03 Qwest

1100 Great West Road

Brentford

TW8 0GP

[www.speakoutinhounslow.org](http://www.speakoutinhounslow.org)

jobs@speakoutinhounslow.org

**Application Form: Speak Out in Hounslow Job Opportunity March 2022**

 **Role: Drama and Dance Co-ordinator**

Dear Sir/Madam,

Thank you for your enquiry regarding our job vacancy. This is the application form.

Here is some guidance:

1) You can print out & hand write the form… but we’d prefer you to type & email it to us.

2) To complete the ‘**Tell us about your experiences’** section of the application form, please explain how you match our ***Person Specifications.***

3) We prefer bullet point answers. Please do not use more than the A4 sheet provided.

4) Please ensure you answer all sections and sign and date the declaration in order for your application to be considered.

5) Applications close **on Saturday 30th April**. Please ensure you have either posted it to us using the above address or email it to **jobs@speakoutinhounslow.org**

6) Interviews will be held in May, with the role to start at the beginning of June (or before if you are available)

7) Please call one of the Directors if you have any questions…

 Sally 07949 076081 or Nick 07949 076062

Many thanks for your interest.

Yours sincerely

Nick Benjamin

Operations Director

**Application Form**

Drama & Dance Co-ordinator

**Job Applying For:**

|  |  |
| --- | --- |
| **Surname:**  | **First Name(s)**  |
| **Address:****Postcode:**  | **Telephone numbers (if convenient)** **Home:** **Work:** **Mobile:****Date of Birth:**  |
| **Medical Details****Have you had any serious illness in the last 5 years? Please specify****Are you disabled? YES/NO If yes… please give details****Disabled Registration No:** |

**ALL THE ABOVE INFORMATION WILL BE KEPT CONFIDENTIAL**

**Where did you see / hear about this Vacancy?**

Please give details of two people (not relatives) we could approach for references. Please note that one referee should be your present or most recent employer. Please indicate whether we may approach your referees now by circling Yes/No below.

**References**

|  |  |
| --- | --- |
| **Name**:  | **Name**:  |
| **Occupation**: **Relationship to you**:  | **Occupation**: **Relationship to you**: |
| **Address:****Telephone**:   | **Address:****Telephone:**  |

References **Yes/No** References **Yes/No**

THE INFORMATION GIVEN ABOVE AND IN THE APPLICATION THAT FOLLOWS IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND COMPLETE.

**Print name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature\*:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*If you are sending this form by email… just type your name in the signature box. We will ask for a hand signed copy if you are called for interview.

|  |  |  |  |
| --- | --- | --- | --- |
| **Schools****Education** | **From** | **To** | **Examinations and Results** |
|  |  |  |  |
| **College/University/Evening Classes** |  |  | **Courses and Results** |
|  |  |  |  |
| **Professional or Formal Training** |  |  | **Courses and Results** |
|  |  |  |  |

**Do you speak or use any other languages (other than English)? Please specify.**

Please list your past 5 year’s employment, beginning with your most recent, use a separate sheet if necessary.

**Employment History**

**Name of present or last employer**:

**Address**:

**Position & Salary:**

**Date employment commenced:**

**Notice period:**

**Please give brief description of your key duties:**

**Please give a brief description of your achievements:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of company/organisation and type of business | From | To | Reason for leavingDuties: |
| Name and address of company/organisation and type of business | From | To | Reason for leavingDuties: |
| Name and address of company/organisation and type of business | From | To | Reason for leavingDuties: |

**Tell us about your experiences…**

Relate your experiences here to the two **Person Specifications** for the job you are applying for. Ensure you relate your experiences clearly… ideally in bullet point form. **Please keep to just this A4 sheet.**

Please describe below any **voluntary work** relevant to your application.

**Voluntary Work and anything else?**

**Additional Statement:**

Any final things you wish to tell us?

## Declaration of Criminal Offences

Speak Out in Hounslow is responsible for protecting our partners and the funds for their benefit. Therefore, we need to ask you if you have any past offences or convictions.

Please note that a criminal record does not necessarily mean you cannot be a Staff member, Volunteer or Management committee member. We consider each situation carefully and individually.

**The successful candidate will undergo Disclosure & Barring Service check.**

# Do you have a criminal record?

 **NO**

If the answer is **YES**, please complete the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Offence** | **Sentence** | **Current/ Spent** |
|  |  |  |  |

**I certify that the above criminal record declaration is true and correct**

**Signed**

**Name**

**Date**