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# **Application form**

Thank you for your interest in Coin Street Community Builders. To apply for a role with us:

* Please complete this form in full.
* Your personal statement is very important; please note that CVs in isolation will not be considered.
* Please send this completed form and your CV via email to [recruitment@coin](mailto:recruitment@coin)street.org
* Applications received after the closing date will not be considered.

## **Personal Details**

|  |  |
| --- | --- |
| Name |  |
| Address including postcode |  |
| Position applied for |  |
| Where did you hear about this position? |  |
| Current/most recent salary |  |
| Notice period |  |
| Day time telephone number |  |
| Email address |  |
| Do you have permission to work in the UK? |  |
| If applicable, your work visa expiry date |  |

## **Additional information**

The people at Coin Street are really important in ensuring that we are successful as an organisation. This is your opportunity to tell us what makes you the right person to work with us to ensure that we continue to make our neighbourhood a great place to live, work in, and visit.

1. Having read through the person specification and job description, please describe how you meet all of the essential requirements?
2. What appeals to you about the role and working at Coin Street?
3. We encourage a healthy work life balance at Coin Street? Tell us a little about what you enjoy doing in your spare time

Please add anything further in support of your application

## **Referee details**

Please provide the details of two referees (including their name, address, job title, telephone number and email address). One should be your existing/most recent employer/line manager and the other should be a previous employer. Personal references will generally not be accepted.

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1 EXISTING EMPLOYER** | | **Referee 2 PREVIOUS EMPLOYER** | |
| Name |  | Name |  |
| Occupation |  | Occupation |  |
| Address |  | Address |  |
| Telephone number |  | Telephone number |  |
| Email Address |  | Email Address |  |
| If shortlisted, please state if we can contact this referee prior to interview. |  | If shortlisted, please state if we can contact this referee prior to interview. |  |

## **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)**

|  |
| --- |
| Do you have any convictions, cautions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? Yes 🞐 No 🞐  If you have answered yes, you now have **two** options on how to disclose your criminal record.  **Option 1:** Please provide details of your criminal record in the space below.  **Option 2**: You can disclose your record under a separate cover provided that you mark a cross on the line below and attach the details in a separate document to this form. The document should be marked **CONFIDENTIAL** and state your name and the details of the post.  I have attached details of my conviction separately\_\_\_\_\_ (Please mark with an X if appropriate.) |
| **DECLARATION**  I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Coin Street Community Builders.  Signed: Date: |