# MVDA APPLICATION FOR EMPLOYMENT

Please complete this form clearly in black ink or type and return it to: MVDA, St Mary’s Centre, 82-90 Corporation Road, Middlesbrough, TS1 2RW or by email to general@mvdauk.org.uk

We wish to ensure that comparison between applicants is fair and in line with MVDA’s Equal Opportunities Policy. The information you provide on this form is the only information we will use in deciding whether you will be shortlisted for an interview. It is therefore essential that you complete the form fully, clearly demonstrating how you meet each point on the person specification. Please note that we will only accept applications on this form. CVs will not be considered.

This form is intended to be completed electronically; the text boxes will expand automatically. Please contact MVDA’s office if you require the form in a different format.

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| **APPLICATION FOR THE POST OF:****Community Activator Volunteer Co-ordinator** |

|  |  |  |  |
| --- | --- | --- | --- |
| Surname/ family name |  | First name |  |
| Address |  |
| Home telephone number |  |
| Work telephone number |  |
| Email |  |
| Date of birth |  |
| May we contact you at work? | YES/NO |
| When would you be available to take up the post? |  |

# REFERENCES: Please give two referees who can comment on your suitability for the post. These should not be relatives or purely personal friends. If you have been employed, one of these should be your present or most recent employer.

|  |  |  |
| --- | --- | --- |
|  | **First Referee** | **Second Referee** |
| Name |  |  |
| Position Held |  |  |
| Address |  |  |
| Tel: number |  |  |
| Email |  |  |
| References will be taken up for shortlisted applicants. Please tick box if you do **not** wish us to take up references before interview. |  |

**DECLARATION**

Data Protection Statement: I consent to this information being processed and stored for the purpose of recruitment and selection at MVDA, and if appointed, for the purposes of employment at MVDA.

I confirm that to the best of my knowledge, the information I have provided on this application form is true and correct. I understand that if appointed on the basis of false information contained in this form, I may be summarily dismissed.

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| **If you are sending your application form by e-mail, please mark this box** [ ]  (as a substitute for your signature) to confirm that you agree to the above declaration.  |
| **Signature:** | **Date:** |

To help us monitor the success of our advertising we would be grateful if you could provide the following information:

|  |
| --- |
| Where did you learn of this job? |
| Press (*which publication?*) |  |
| Website *(give details)* |  |
| Other, please specify |  |

**EDUCATION AND TRAINING**

Please list any education and/or training (including short courses) that you have undertaken:

|  |  |  |
| --- | --- | --- |
| Dates | Education/Courses/Training | Qualifications |
|  |  |  |

# PAID AND/OR UNPAID WORK EXPERIENCE

Please include your current/previous employment, voluntary work, community activities, school placements, time caring for dependants etc. Please put in date order, starting with the most recent.

|  |  |  |
| --- | --- | --- |
| Dates (from and to) | **Name of Employer/****Organisation** | **Job/role title and key tasks only** |
|  |  |  |

**SUPPORTING INFORMATION**

In this section we would like you to give specific information in support of your application. Taking **each point** of the person specification in turn, demonstrate how you have the necessary skills, abilities and understanding.

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| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. |
| 9. |
| 10. |
| 11. |
| 12. |
| 13. |
| 14. Please confirm that you are able and willing to work flexibly including occasional evening and weekend working. | YES/NO |
|  |
| 15. Please confirm your commitment to work in line with MVDA’s values. | YES/NO |
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