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| \\WCM-SERVER\WCM Documents\Logos\1821-BWCM-Logo (002).gif  Women’s Community Matters is a one stop shop delivering women specific services with care, compassion, kindness and love.  Please use this form to apply for the following posts:  **Project Development and Delivery Manager** (WCM 002) – 37 hours per week  **Project Assistant** (WCM 017) – 20 hours per week  **Staff Support** (WCM 016) – 16 hours per week  Please read the relevant job description and person specification before completing this application form. The information you provide on this form will be the only material used in deciding if you should be shortlisted for interview. Please do not send your curriculum vitae.  ****Please note that this post is open to women only under the Equality Act 2010, Schedule 9, Part 1.**** |

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| **Position/s applied for**  You may apply for more than one post using this form or you may wish to submit separate forms for each post | **Please tick all posts you wish to apply for using this form. The information on this form will be marked separately for each role against set criteria.** | | | |
|  | Project Development and Delivery Manager  Post WCM 002 |  | Project Assistant  Post WCM 017 |
|  | Staff Support  Post WCM 016 |  |  |

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| **Surname** |  | **Forenames** |  |
| **Title** |  |
| **Previous surname(s)** |  | **Home Tel No.** |  |
| **Address** |  | **Mobile Tel No.** |  |
| **Email** |  |

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| Do you have a full current driving licence? | YES / NO | Is it free of endorsements? | YES / NO |

**References**

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| Please give as referees your present and/or most recent employer, most recent place of training or education. We will need two references from referees who are authorised to comment on behalf of their organisation. Please do not give friends or relatives as references. | | | | | |
| Name: |  | | Name: |  | |
| Company/  Organisation: |  | | Company/  Organisation: |  | |
| Position: |  | | Position: |  | |
| Address: |  | | Address: |  | |
| Telephone Number: |  | | Telephone Number: |  | |
| Email Address: |  | | Email Address: |  | |
| May we contact this referee without consulting you? | | Yes / No | May we contact this referee without consulting you? | | Yes / No |

**Employment History**

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| **Present/last:** |  | **Dates of employment:** |  |
| **Address:** |  | | |
| **Starting salary:** |  | **Final salary:** |  |
| **Type of business:** |  | **Position held:** |  |
| **Describe the work undertaken** | | | |
| **Reason for leaving** | | | |

**Please give details of previous employment**

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| --- | --- | --- | --- |
| **Previous:** |  | **Dates of employment:** |  |
| **Address:** |  | | |
| **Starting salary:** |  | **Final salary:** |  |
| **Type of business:** |  | **Position held:** |  |
| **Describe the work undertaken** | | | |
| **Reason for leaving** | | | |

**Previous Employment**

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| --- | --- | --- | --- |
| **Previous:** |  | **Dates of employment:** |  |
| **Address:** |  | | |
| **Starting salary:** |  | **Final salary:** |  |
| **Type of business:** |  | **Position held:** |  |
| **Describe the work undertaken** | | | |
| **Reason for leaving** | | | |
| **Previous:** |  | **Dates of employment:** |  |
| **Address:** |  | | |
| **Starting salary:** |  | **Final salary:** |  |
| **Type of business:** |  | **Position held:** |  |
| **Describe the work undertaken** | | | |
| **Reason for leaving** | | | |

**Relevant Education and Qualifications (most recent first)**

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| **Name and address of School/College/University attended** | **Qualifications obtained** | **Grade** | **Year taken** |
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**Training undertaken (or delivered) (most recent first)**

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| **Training Provider or training delivered** | **Nature of Training** | **Length of Training** | **Date Undertaken** |
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**Membership of Professional Bodies**

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| --- | --- | --- |
| **Name of Body/Institute** | **Level of Membership** | **Year Obtained** |
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**Personal Statement**

Use this section to demonstrate why you might be suitable for this post and outline experience, main achievements, skills and knowledge gained with respect to the person specifications. Draw on all aspects of your education and experience, including paid and unpaid employment.

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| **Additional Information**  An offer of employment will be conditional on completion of an Enhanced Disclosure & Barring Service check. As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants’ suitability for positions of trust, Women’s Community Matters complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed. Having a criminal record **will not** automatically exclude you from working for our organisation. Please ring and ask us for a copy of our policy relating to this or for more information if you are unsure. |

**Declaration of Interest**

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| Do you have a family member of friend who is employed by Women’s Community Matters or is a member of Women’s Community Matters Board of Trustees? YES / NO |
| **If yes**, we may want to discuss this following the interview. Please enclose details in a separate sealed envelope marked CONFIDENTIAL and address to the Senior Officer, Women’s Community Matters, Nan Tait Centre, Abbey Road, Barrow-in-Furness, Cumbria LA14 1LG. This will be destroyed unless we invite you to interview. |
| I declare that the information given on this form is correct to the best of my knowledge. If any particulars given by you in this application are found to be false, or if you wilfully omit or suppress any material facts you will, if appointed, be liable for dismissal. Any canvassing, direct or indirect, for appointments or contacts with the organisation is strictly prohibited and will disqualify candidates.  I confirm that the information I have given on this form is correct and complete, and that any misleading statements may be sufficient for cancelling any agreements made. Because of the sensitive nature of the duties the post holder will be expected to undertake, I understand that the declaration will include details of any criminal convictions, cautions, reprimands and final warnings, and any other information that may have a bearing on my suitability for the post.  I understand that an Enhanced Disclosure will be sought in the event of a successful application for the post and therefore I will be required to give details of spent and unspent convictions. |

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| Name (BLOCK CAPITALS) |  |
| Date |  |
| Signed |  |

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| **Please submit your application no later than Thursday 8th February at 10am.** Please consider the reception opening times if you are delivering your application by hand.  Applications will be accepted by post or in person for the attention of the Senior Officer, Women’s Community Matters, Nan Tait Centre, Abbey Road, Barrow-in-Furness, Cumbria, LA14 1LG.  Application will be accepted by email at [jobs@womenscommunitymatters.org](mailto:jobs@womenscommunitymatters.org) |