**CONFIDENTIAL**

# **APPLICATION FOR THE POSITION OF PROGRAMME COORDINATOR**

**If you require this form or any of the accompanying information in large print, please contact Lewis Turner 07788 294993**

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| ***We do not accept CVs as part of the application process, please do not include one.*** |

# **1. Personal details:**

Surname: First Name(s):

Address:

Email address

Telephone No: Personal: Work:

May we contact you on your work number? YES/NO

Have you a current driving licence? YES/NO

Would you have use of a car for work? YES/NO

**Declaration**

To the best of my knowledge the information I have given on this form is correct and may be used as part of my contract of employment.

I understand that:

1. The provision of false information may result in disqualification or termination of my employment.
2. I will be asked to agree to an enhanced DBS check\*

Signed ………………… Date …………..

(electronic signatures are acceptable)

This top section with your personal details will be removed from the rest of the job application so applications will be reviewed anonymously.

\*please note DBS has a sensitive procedure for applications from trans people to prevent disclosure of previous names

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**Equal Opportunities Statement:** It is the continuing aim of Lancashire LGBT to develop policies which promote equal opportunities in employment, regardless of an individual’s age, gender, gender identity, sexual orientation, age, marital status, religion or belief, race/ethnicity or disability. This principle will apply in respect of all terms and conditions of work including, pay, hours of work, holiday entitlement, work allocation, sick pay, recruitment, training, promotions and redundancy.

**Please complete this form and return by midnight June 4th quoting Ref:** PC2023 **via e mail to** **lewist@lancslgbt.org.uk**

**Interviews will be held in person on June 22nd 2023 at Derby House, Lytham Rd, Preston PR2 8PS**

# **2. Current employment (if applicable):**

Post Held:

Employer:

Date of Appointment: Present Salary:

Notice required:

Duties and responsibilities of Post:

# **3. Previous employment and experience**

|  |  |  |
| --- | --- | --- |
| **Name of Organisation** | **Dates** | **Brief description of duties and responsibilities (including reason for leaving)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# **4. Relevant Qualifications and any Training/Courses**

|  |  |
| --- | --- |
| **Subject**  | **Qualification (if applicable)** |
|  |  |

#  **5. Any experience of unpaid work**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation | From | To | Nature of Work |
|  |  |  |  |

# **6. Experience, knowledge, skills and abilities**

Please use the spaces below to answer each of the points on the person specification. You can use paid or unpaid work or other experiences to demonstrate how you meet the criteria. Please give examples.

**Essential**

|  |
| --- |
| Experience in recruiting and managing volunteers |
|  |
| Computer literacy and skills in Word, Excel, Mailchimp (or similar platform) |
|  |
| 3. High standard of interpersonal skills |
|  |
| 4. Experience in project monitoring |
|  |
| 5. Confident in using social media platforms and Word Press (for website content) |
|  |
| 6. Understanding of the challenges experienced by LGBTQ+ people |
|  |
| 7. Ability to prioritise tasks and adopt a flexible approach to duties |
|  |
| 8. Ability to work both independently and within a team |
|  |

 **Desirable**

|  |
| --- |
| 1. Experience of working with LGBTQ+ people
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|  |

**Guaranteed Interview Scheme Form**

**What does the scheme offer?** The aim of the Guaranteed Interview Scheme (GIS) is to provide disabled applicants with the opportunity to demonstrate their abilities beyond the initial application stage. Disabled applicants will be offered an interview providing they meet the minimum criteria for the job. By ‘minimum criteria’ we mean that you must provide us with evidence in your application form which demonstrates that you meet the level of competence required for each essential competency, as well as meeting any of the qualifications, skills or experience defined as essential.

**Declaring a disability for the purpose of qualifying for the GIS is your decision and is entirely voluntary. Who is eligible for the scheme?** To be eligible for the Guaranteed Interview Scheme you must be considered as disabled under the Equality Act 2010. This means you must have, or have had in the past, a physical or mental impairment which has had a substantial long-term adverse effect on your ability to carry out normal day to day activities. This includes sensory impairments, people who have had a disability in the past even though they are no longer disabled, people whose disability is likely to last for twelve months or rest of their life, and people whose condition is likely to progress or recur. Severe disfigurement is also acknowledged as a disability.

If you want to apply for the Guaranteed Interview Scheme, please indicate/click here:

Yes [ ]  No [ ]

**Assistance for interview** To ensure that we do not create any such barriers in our own recruitment process and to help us implement our equal opportunities policy effectively, please let us know if you would like us to provide any particular assistance for your interview / selection tests, such as (please tick appropriate box):

Remote/video interview [ ]

Wheelchair access [ ]

Car parking Assistance in and out of vehicle [ ]

Other assistance (please specify)

# **7. References:**

One of your referees should be your current or most recent employer.

A. Name ………………….

Post Held ………………….

Email Address ………………………………………………………………………….

Address……………………………………………………………………………………………….

………………………………………………………………………………………………………….

Telephone No: Home ……………………………. Work ………………….

In what capacity is this referee known to you?

May we contact this referee at this stage? YES/NO

B. Name …………………

Post Held …………………

Email address……………………………………………………………………………………….

Address ………………..

………………………………………………………………………………………………………..

……………………………………………………………………………………………………….

Telephone No: Home ……………………………. Work ………………….

In what capacity is this referee known to you?

May we contact this referee at this stage? YES/NO