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| Application for post of:  **VOLUNTEER COORDINATOR**  14 hours a week at £10.75 per hour, working flexibly across the week including occasional evening work, based at home, working across rural West Cheshire |
| Please complete this form and return it to [info@opalservices.org.uk](mailto:info@opalservices.org.uk)  Please note that the closing date for applications is midday Friday 24 January  Interviews are likely to be held on Wednesday 5 or Thursday 6 February 2020 |

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| **Personal Details**  Title First name Surname  Address:  Telephone Email  Do you hold a current driving licence?  Do you have the use of a car for work?  Do you require a work permit to work in the UK?  Have you ever been convicted of a criminal offence?  [Declaration subject to the Rehabilitation of Offenders Act]  Have you had a Disclosure and Barring Service (DBS) check in the last year?  If yes, for which organisation, and when was this obtained?  (If your check is not recent, you may be required to have one if you are appointed to this post)  Are there any days and times of the working week when you would not be available to  work?  If yes, please give details |

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| **Employment History**  **Current or most recent employment** :  Job title and salary/pay  Employers name and address  Duration of employment [from and until when]  Permanent or temporary post?  Number of hours per week?  Notice requirement?  Please provide below a summary of your current /  most recent work-related responsibilities and achievements  **Previous Employment**  Please provide information about your past employment, starting with your most recent job(s), giving reasons for any gaps in your employment.  Continue on a separate sheet if necessary. | | | |
| Employer  Name and Address | Job Title and  Main Responsibility | Dates of Employment | Reason for Leaving |
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| **Education and Professional Qualifications**  Please provide details of schooling and post school education at college/ university/vocational training etc. from age 15 years on. Identify the total time spent on any post school programmes of study, the subjects studied and any  qualifications /awards obtained. |

**School / College / University**

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| From To | Name of Establishment | Course or Subjects | Qualifications |
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**Other** (e.g. Professional / Vocational Qualifications and training courses)

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| From To | Name of Establishment | Course or Subjects | Qualifications |
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| **Supporting Statement**  Please help us to understand why you are applying for this post,  and how your skills, training and experience relate to the requirements of the  Job Description and the Person Specification. |

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| **References**  Please provide the names and contact detail of two people willing to provide you with references. One must be your last/most recent employer (please indicate clearly if you do not wish contact to be made with them prior to interview). |

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| Name  Position / relationship  Organisation  Address  Postcode  Tel No  Email  Contact prior to interview? Yes / No | Name  Position / relationship  Organisation  Address  Postcode  Tel No  Email  Contact prior to interview? Yes / No |

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| **Declaration**  I confirm that the information provided in this application is true and correct.  Signed  Date |

**Please return this form electronically to** [**info@opalservices.org.uk**](mailto:info@opalservices.org.uk) **together with a scanned copy of a completed Employment Monitoring Form or post your forms to RCS P.O. Box 161, Whitchurch SY13 9BG.**