

**Application form for Events and Sales Executive**

Please complete this form in Word or Google Docs and return either by email: [recruitment@thebluecoat.org.uk](mailto:recruitment@thebluecoat.org.uk)

or by post: Recruitment, Bluecoat, School Lane, Liverpool L1 3BX

If you need this form in an alternative format, please contact us at the email address above.

We want to hear about your skills, experience and interest in the role in this application form, so please **do not** attach a CV to this application.

Instead, use this form to explain why you are applying for the role.

In addition to the Application Form, please complete and return the **Equal Opportunities Monitoring Form.**

**Applicants that fulfill the requirements of the job description will be asked in for an interview in the first instance.**

Short listing will take place against Essential and Desirable criteria.

**1. Personal information**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | | |
| Address |  | | |
|  | | | |
|  | | | Postcode |
| Home phone | |  | |
| Mobile | |  | |
| Email address | |  | |

**2. Supporting information**

Use this section to tell us about yourself and why you think you are suited to this job. (Extend the boxes below to add more details if necessary, but no more than one additional A4 page please).

|  |
| --- |
| What relevant skills, experience or knowledge from previous work, volunteering or your day to day life would enable you to do this job?  Please refer back to the Person Specification in the application pack and make sure you explain how you meet each of the Essential criteria and also the Desirable criteria where these are met. |

**3. Education and qualifications**

Please detail all qualifications obtained and any courses you are currently studying

|  |  |  |
| --- | --- | --- |
| Dates | Name of School/College/University | Qualifications |
|  |  |  |

Please give details of any other work-related training you have undertaken or any additional qualifications

|  |  |  |
| --- | --- | --- |
| Dates | Course | Relevant details |
|  |  |  |

**4. Current or most recent work experience/place of education**

|  |  |
| --- | --- |
| Job title/Position |  |
| Name & address of employer/educational setting |  |
| Dates employed/in education |  |
| Salary (if applicable) |  |
| Reason for leaving (if applicable) | |
| What did you do, and what key experiences did you gain at this place of work/ education from this job/role? | |

**5. Employment history**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates of employment | Employer’s name | Position held | Reason for leaving |
|  |  |  |  |

**6. Additional information**

|  |
| --- |
| **Disability:** Do you consider yourself to have a disability? |
| Yes / No |
| Tell us if there are any reasonable adjustments we could make to assist you in your application or with our recruitment process. |
| **Eligibility to work in the UK**:  Do you require permission to work in the UK? Yes / No  Please note Bluecoat will require documentary evidence of the applicant's right to work in the UK prior to any offer of employment being made. |
| **Criminal Records:** Please state any criminal convictions, except those ‘spent’ under the Rehabilitation of Offenders Act 1974. |
| **Disclosure and Barring Service:** As an organisation that works with vulnerable people and children, we are required to make enhanced checks with the Disclosures and Barring Service for staff and volunteers. Please indicate whether you would be happy to comply with this. |
| Yes / No |
| **Where did you find out about this role?** (e.g. from a specific job site/email/poster etc.) |

**7. References**

Give details of two people who know you and can supply an informed reference about your suitability for this job, should you be shortlisted. Make sure you have their permission to do this first.

|  |  |
| --- | --- |
| **First referee** | |
| Name |  |
| Job title |  |
| Name of Organisation |  |
| Address | |
| Contact phone number |  |
| Email |  |
| Relationship to applicant (e.g. employer, teacher or tutor) |  |

|  |  |
| --- | --- |
| **Second referee** | |
| Name |  |
| Job title |  |
| Name of Organisation |  |
| Address | |
| Contact phone number |  |
| Email |  |
| Relationship to applicant (e.g. employer, teacher or tutor) |  |

**8. Declaration**

I declare that the information contained in this application is complete and correct. I understand that if I have knowingly provided false information, or withheld relevant details, this could lead to disqualification from appointment, or dismissal without notice.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_