The Circle, 33 Rockingham Lane, Sheffield, S1 4FW. Tel: 0114 2536644. Email: savte@savte.org.uk

**SAVTE Digital Inclusion and Communications Project Worker**

**Application Form**

**PLEASE COMPLETE:**

**Form A** or send us a CV (please make sure it contains the same information).

**Form B -** this form helps you organise your additional information in relation to the Person Specification. You may also submit a supporting statement**. We will shortlist who we interview using this information.**

## Application form A

## Applicant’s Information or please provide a CV

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Name: |  | Family Name | : |  |

|  |  |
| --- | --- |
| Address: | Post Code: |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |
| --- | --- |
| The interview will be face to face - would you need adjustments to help you at interview or undertake the role, (we will contact you about if you are shortlisted) | **yes/no** |

## Education

|  |  |  |
| --- | --- | --- |
| Name of Establishment | Dates | Qualification |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## References

*Please list two* ***professional*** *references.*

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |
| Occupation: |  | Phone: |  |
| email |  |
|  |
| Full Name: |  | Relationship: |  |
| Occupation: |  | Phone: |  |
| email: |  |

## Current / Most Recent Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: |  | Phone: |  |
| Address: |  | Employer: |  |

|  |  |
| --- | --- |
| Brief Description of Duties: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Length of Notice Required |  |

## Previous Employment/regular volunteering activity

|  |  |  |
| --- | --- | --- |
| Employer/organisation | Dates | Role and Brief Description of Duties |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

##  Relevant Experience

Referring to the job description and person specification, please give details and brief examples of how you meet the skills and experience relevant to this role. Attach additional pages if necessary. You can expand the space provided by dragging down the lower end of the box.

|  |
| --- |
|  |

##  Other Relevant Experience

Please give details of any training, experience or activities, which you feel, are relevant to the job. (For example, less regular voluntary work, work in the household, hobbies, involvement with community groups, adult education courses etc.) Attach additional pages if necessary. You can expand the space provided by dragging down the lower end of the box.

|  |
| --- |
|  |

## SECTION C

## Declaration

The information contained in this form is, to the best of my knowledge, accurate and complete.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

**For monitoring purposes -**

 **to help us improve our recruitment process**

1. **Please tell us where or how you found out about this job**

……………………………………………………………………………………….

**2. Equal Opportunities Monitoring**, If you are happy to complete this form and have not already done so, we would appreciate the anonymised information for monitoring purposes. [SAVTE Equal Opportunities Form](https://docs.google.com/forms/d/e/1FAIpQLSdGCGShss4PPwuQbMJbZe8Dv3pnRCZ2z1Jr-QwfT7z5vZ3jRw/viewform)

Please return the completed form via email to maymona@savte.org.uk