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**Application Form**

**Vacancy Job Title:** Outreach Coordinator

**Responsible to:** Deputy CEO

**Salary/Grade:** FTE £27,041per annum (pro-rata for part-time)

**Hours:** Part-time 25 hours per week

**IMPORTANT:**

* Please do not put any personal identification on this form, such as name, address, email, phone number. The information in this form will be seen by the shortlisting panel and must remain anonymised. Your personal contact details will be collected separately in the online application process. A unique candidate number will be generated to link them with your uploaded form.
* If your application is successful you will be required to provide 2 references, one being your current employer.
* Please save your completed form using the format**: Application-OC-Your Initials**

For example, Jane Smith would save it as **Application-OC-JS**

* Upload your saved completed form by applying online at the following link:

<https://hr.breathehr.com/v/outreach-coordinator-15522>

1. **Employment**

**Please provide details of your paid and voluntary work covering at least the last 10 years if applicable, starting with your current / most recent job.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Current / Most Recent Employment** | | | |
| Name of Employer |  | Employer’s postcode |  |
| Job Title |  | Start Date |  |
| Salary |  | Leaving Date |  |
| Reason for Leaving |  | | |
| Brief summary of main duties and responsibilities | | | |
|  | | | |
| **Previous Employment - 1** | | | |
| Name of Employer |  | Employer’s postcode |  |
| Job Title |  | Start Date |  |
| Salary |  | Leaving Date |  |
| Reason for Leaving |  | | |
| Brief summary of main duties and responsibilities | | | |
|  | | | |
| **Previous Employment - 2** | | | |
| Name of Employer |  | Employer’s postcode |  |
| Job Title |  | Start Date |  |
| Salary |  | Leaving Date |  |
| Reason for Leaving |  | | |
| Brief summary of main duties and responsibilities | | | |
|  | | | |
| **Previous Employment - 3** | | | |
| Name of Employer |  | Employer’s postcode |  |
| Job Title |  | Start Date |  |
| Salary |  | Leaving Date |  |
| Reason for Leaving |  | | |
| Brief summary of main duties and responsibilities | | | |
|  | | | |
| **Previous Employment - 4** | | | |
| Name of Employer |  | Employer’s postcode |  |
| Job Title |  | Start Date |  |
| Salary |  | Leaving Date |  |
| Reason for Leaving |  | | |
| Brief summary of main duties and responsibilities | | | |
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1. **Education and Qualifications**

**Please list in chronological order your Education and Qualifications, including Professional.**

**[Add more rows if required]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date From** | **Date To** | **Name of Institution**  **(e.g. School / College / University / Professional Body)** | **Qualifications obtained**  **(Level, Subject and Grade, e.g. GCSE History Grade B)** |
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1. **Training**

**Please list any training courses you have taken that you think might be relevant to the role.**

**[Add more rows if required]**

|  |  |  |
| --- | --- | --- |
| **Date** | **Course Title** | **Duration** |
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1. **Reason for Applying**

**Please confirm how this vacancy came to your attention** (for example, job site, CRASAC website / other website, social media, recommendation) **and briefly outline what attracted you to the role.**

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1. **Supporting Statement**

**Please describe how you meet the criteria for the role detailed in the Person Specification.**

Please ensure that you include all relevant skills and knowledge, which you may have gained from your current or previous jobs, from voluntary work or from working in the home or your community.

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Thank you for your interest in working with CRASAC. We look forward to receiving your application.