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| **APPLICATION FORM** |
| **PLEASE COMPLETE AND RETURN BY EMAIL, WITH A COVERING LETTER TO:****recruitment@finalstrawfoundation.org****If you would like to send your CV in support of your application please do, but this is not essential.**  | **APPLICATION FOR THE POST OF**:**Volunteer & Communities Officer** |
| **CLOSING DATE**: 12:00, 10th May 2024 |
| **NOTES**:\* PLEASE FILL OUT AND SUBMIT BY EMAIL TO THE EMAIL ADDRESS ABOVE\* ANSWER ALL QUESTIONS (USE N/A IF NOT APPLICABLE) |

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| **1. PERSONAL DETAILS** |
| **SURNAME:** | FORENAME(S):  |
| **ADDRESS:****POSTCODE:** | PHONE NUMBER:E-MAIL ADDRESS: |

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| **2. PRESENT OR MOST RECENT EMPLOYMENT** |
| **EMPLOYER’S NAME AND ADDRESS:** | **POST HELD:**  |
| **DATES OF COMMENCEMENT AND LEAVING:** |
| **PERIOD OF NOTICE REQUIRED (if applicable):** |
| Please give a brief description of the duties and responsibilities you carry / carried out: |

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| **3. PREVIOUS EMPLOYMENT** |
| **DATES:(from – to)** | EMPLOYER NAME AND ADDRESS: | **POSITION & OVERVIEW OF ROLE:** |
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| **4. TRAINING UNDERTAKEN/RELEVANT QUALIFICATIONS** |
| Please give details of any relevant courses you have taken or qualifications you have gained, including education, specialist in-house training, short courses etc. Please also give details of the awarding body and dates of study/qualification. |
| **DESCRIPTION OF COURSE AND DETAILS OF AWARDING BODY:** | **DATES:** |
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| **5. CRIMINAL RECORD** |
| **PLEASE GIVE DETAILS OF ANY UNSPENT CRIMINAL OFFENCES IN ACCORDANCE WITH THE REHABILITATION OF OFFENDERS ACT (EXCEPTIONS) ORDER 1975 AND/OR (NORTHERN IRELAND) 1979.** |
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| **6. REFERENCES** |
| **1.****NAME:****POSITION:****ADDRESS:****POSTCODE:****TELEPHONE NUMBER:** **EMAIL ADDRESS:** **MAY WE CONTACT THIS REFERENCE BEFORE INTERVIEW? (DELETE AS APPLICABLE)**YES/NO | **2.****NAME:****POSITION:****ADDRESS:****POSTCODE:****TELEPHONE NUMBER:** **EMAIL ADDRESS:** **MAY WE CONTACT THIS REFERENCE BEFORE INTERVIEW? (DELETE AS APPLICABLE)**YES/NO |

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| **7. ADDITIONAL INFORMATION** |
| Please include details of relevant experience, knowledge and skills plus your personal qualities which make you suitable for the position of Volunteer & Communities Officer. **Continue on back page and attach one additional sheet if necessary.** |
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| **I CONFIRM THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION GIVEN ON THIS FORM IS CORRECT. I CONFIRM THAT I AM FIT AND ABLE TO UNDERTAKE THE POST OF VOLUNTEER AND COMMUNITIES OFFICER.**FULL NAME: DATE: |