**Private and Confidential**

**Position applied for:**

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| **Job Title** | Community Asset Navigator Programme Co-ordinator |
| **Hours** | 35 hours per week |
| **Salary Scale** | £26,822 Fixed Term including evenings and weekends |

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| **Closing Date** | 5pm (17:00) on Monday 21st August 2017 |

Any application that is received after the post deadline will not be accepted. If you are uncertain if your application has been received, please check directly with Bolton CVS in advance of the deadline.

Please complete all sections of this form. Please send your completed application, together with the Bolton CVS monitoring form by email to [recruitment@boltoncvs.org.uk](mailto:recruitment@boltoncvs.org.uk).

Application forms that are incomplete will be rejected. CV’s will not be accepted.

If computer or internet access is a barrier to you applying for this job, please contact Bolton CVS who will be able to identify opportunities for application.

**Please complete each section of this application form.**

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| **Section 1 - Personal Details** | | | |
| **Title:** |  | **First name**: |  |
| **Surname:** |  | | |
| **Home Address:** |  | | |
| **Postcode:** |  | | |
| **Contact information** *(Please only provide contact details that can be used in connection with recruitment)***:** | | | |
| **Mobile telephone:** |  | | |
| **Home/Work number:** |  | | |
| **Email address:** |  | | |

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| **Bolton CVS is a ‘Disability Confident’ employer.** | |
| Please let us know if there are any adjustments or arrangements that you would like us to consider or implement if you are invited to interview below: | |
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| **Guaranteed interview scheme** | |
| Bolton CVS operates a guaranteed interview scheme (GIS) for anyone with a disability as defined in the Equality Act 2010. If you apply under this scheme you must demonstrate in **Section 3** (*Knowledge, skills, experience, behaviours and qualifications*) of the application for employment that you meet the minimum criteria for the role. | |
| **I consider myself to have a disability as defined under the Equality Act (2010) and want to apply under the GIS scheme.** | Yes  No |

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| Can you provide evidence of eligibility to work within the UK under the requirements of Section 8 of the Asylum and Immigration Act 1996 (such as P45, P60, National Insurance Card, Passport)? | Yes  No |

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| **References** | |
| Please supply the details of two referees.  The individuals supplying references should not be relatives, partners or friends.  If you are in current employment, one reference must be from your current employer.  All appointments are subject to the receipt of two satisfactory references. | |
| **Reference 1** | |
| Name: |  |
| Role/Title: |  |
| Organisation: |  |
| Address: |  |
| Telephone number: |  |
| Email: |  |
| Relationship: |  |
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| **Reference 2** | |
| Name: |  |
| Role/Title: |  |
| Organisation: |  |
| Address: |  |
| Telephone number: |  |
| Email: |  |
| Relationship: |  |

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| **Where did you see this position advertised?** | | | | | | | |
| **Twitter** |  | **Facebook** |  | **E-bulletin** |  | **Website** |  |
| **Other** |  | **Please state:** |  | | | | |

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| **Declaration** | | | |
| In accordance with the Data Protection Act (1998) I give my consent for the information contained in this form to be processed in accordance with the Bolton CVS policy for the purposes of recruitment and employment. I understand that if appointed, this application form will become part of my personal file and that if I am shortlisted but not appointed it will be stored for up to one year.  By signing (or printing my name) in the box below, I declare that the information contained in this form is true and accurate. I understand that false information may lead to any offer of employment being withdrawn. | | | |
| **Signature:** |  | **Date:** |  |

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| **Section 2: Application**  **This section of your application is the information that is reviewed by the recruitment panel. Please add rows if required.** |

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| **Education and Qualifications** |

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| **Secondary School attended** | **From** | **To** | **Qualifications and level attained** |
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| **Higher Education Colleges/University attended** | **From** | **To** | **Qualifications and level attained** |
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| **Other relevant training and qualifications;** |
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| **Current/most recent employment** | | | | |
| **Current/recent job title:** | |  | | |
| **Employers Name:** | |  | | |
| **Employers Address:** | |  | | |
| **Please provide a brief description of your main duties and responsibilities:** | | | | |
| *(Please use this space to provide a brief description of your main duties and responsibilities).* | | | | |
| **Date started:** |  | | **Date ended:** |  |
| **Post held:** |  | | **Salary:** |  |
| **Reason for leaving:** |  | | | |

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| **Previous paid and unpaid employment**  This section should include all employment and experience whether paid or unpaid. Please start with the most recent job and account for all gaps in employment history since leaving full-time education. | | |
| **Employers name and address:** | **Job title and key points about your role and your responsibilities:** | **Dates of employment (from and to) and reason for leaving:** |
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Please add more rows if required.

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| **Volunteering and community participation**  Please tell us about any volunteering roles and community participation activities. | | |
| **Group or organisation name and address:** | **Role and responsibilities:** | **Dates of volunteering (from and to) and reason for leaving:** |
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Please add more rows if required.

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| **Section 3 - Knowledge, skills, experience, qualifications and behaviours.**  Please read the person specification and in this section outline how your knowledge, skills, experience qualifications and behaviours match what we are looking for.  The information provided in this section will determine whether or not you are invited for an interview.  **PLEASE KEEP YOUR RESPONSE TO A MAXIMUM OF 1,500 WORDS.**  Please ensure that your response is in no more than 1,500 words as applications with more than 1,500 words for this section will not be shortlisted. |

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Please ensure that you have filled out our demographic monitoring form and submit it with your application form. This information is collected as part of our recruitment process but is in no way connected to your application.

Please send your completed application by email to: [recruitment@boltoncvs.org.uk](mailto:recruitment@boltoncvs.org.uk).

Applications must be received by 5pm (17:00hrs) on Monday 21st August 2017. Any application received after that time and date will not be considered.

Thank you for your interest in Bolton CVS and for taking the time to complete the application for this post. If you have not heard from us by Friday 25th August 2017 then you will not have not been selected for interview.