**Application Form**

**Post applied for: Outreach Co-ordinator (Freelance)**

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| **Personal Details** | |
|  |  |
| **Surname:** | **Other Names:** |
|  |  |
| **Address:** | |
|  | |
| **Home Telephone:** | **Work Telephone:** |
|  |  |
| **Email:** | **Mobile Telephone:** |
|  |  |

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| --- | --- |
| **Most recent employment (paid or unpaid)** | |
|  |  |
| **Name of Organisation:** | **Job Title:** |
|  |  |
| **Date of Appointment:** | **Current or final salary/wage:** |
|  |  |
| **Period of notice required:** | **Leaving date if now not working:** |
|  |  |
| **Give a brief outline of your responsibilities:** | |
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| **Education, Training & Professional Qualifications** | |
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| **School, University, etc:** | **Qualifications Obtained:** |
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| --- | --- | --- | --- |
| **Previous Employment (paid or unpaid)** | | | |
| **Name & address of previous employers** | **Job Title** | **Brief description of responsibilities** | **Time in post** |
|  |  |  |  |
| *Continue on another piece of paper if necessary* | | | |
| **Experience, skills, and interests**  *Using the person specification as a guide, please outline how your skills and experience meet the criteria for the post (please try to limit your answer to two pages).* | | | |
|  | | | |
| **Referees**  **Please give the name and address of two referees. At least one referee should be your present or most recent employer (if applicable).** | | | |
| **Name:** | | **Name** | |
|  | |  | |
| **Address:** | | **Address:** | |
|  | |  | |
| **Telephone:** | | **Telephone** | |
|  | |  | |
| **Email:** | | **Email:** | |
|  | |  | |
| **Occupation:** | | **Occupation:** | |
|  | |  | |
| **May we request a reference?** | | **May we request a reference?** | |
| ð At any time  ð Only after offer of employment | | ð At any time  ð Only after offer of employment | |
| In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer has been made. However, if you require a work permit in order to work in the UK please indicate by ticking this box: ð | | | |

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| **Declaration** | |
|  | |
| **To the best of my knowledge the information on this application form and equal opportunities monitoring for is correct.** | |
|  | |
| **Signature:** | **Date:** |

Please return the completed application form to [melanie@stagetext.org](mailto:melanie@stagetext.org) putting *Application for Outreach Co-ordinator* in the subject line. **No CVs will be considered.**

**Please complete the online equal opportunities form here:**

[**Equal opportunity form**](https://www.surveymonkey.com/r/outreachrole)

**Closing date: 9am Wednesday 28th August 2024**

**Interviews: Wednesday 4th September 2024**