



**Mid Devon  
Mobility**  
Connecting Communities



Multi Storey Car  
Park  
Phoenix Lane,  
Tiverton  
Devon, EX16 6NB  
Tel: 01884 242099  
Registered Charity  
1099477

## Application for Post of Community Hub Activity Co-ordinator

### General notes and guidance

Please complete each section as fully as possible in black ink, biro or type. Please do not send your Curriculum Vitae as short-listing of candidates for interview will be made on the basis of your relevant qualities, experience, knowledge and skills as evidenced against the requirements listed in the Person Specification. It is to these requirements that you should specifically address in your application.

Where did you see this vacancy? .....

This post will be subject to a Disclosure Check and should your application be successful a disclosure will be sought.

“Applications may close before the deadline, so please apply early to avoid disappointment.”

*THE CLOSING DATE FOR APPLICATIONS IS 12.00 noon, Friday 15<sup>th</sup> October 2021.* Interviews are planned for Wednesday 20<sup>th</sup> October from 9:30am onwards. If you have not heard from us by Tuesday 19<sup>th</sup> October you have not been short-listed on this occasion.

**Please return this application form to the above address.**

### 1 PERSONAL DETAILS

Surname.....

First name/s.....

Address.....

.....Postcode.....

Telephone (home).....

Telephone (work/other).....

Email: .....

National Insurance Number: ..... Date of Birth.....

Candidate Ref No.

Do you consider yourself to be a person with a disability? This may include a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means that it has lasted, or is likely to last, for over a year. Applicants with disabilities will be invited for interview if they meet the essential criteria on the person specification.

Yes

No

Prefer not to say

If you have answered yes please detail below any specific requirements to assist you with an interview and we will try to make the necessary arrangements.

Please tell us how many days absence from work due to sickness have had in the last 12 months?

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Please give reasons for absences longer than 5 days:

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Do you have a current UK driving licence with not more than 3 penalty points Yes / No

Do you require a work permit? Yes / No

## CURRENT EMPLOYMENT STATUS

Are you currently: employed / self employed / unemployed / student / parenting / other

What period of notice would you need to give to your current employer?.....

## 2 CURRENT AND PREVIOUS EMPLOYMENT (most recent first please)

Name / Address of Employer

From To

Post Title / brief duties

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**6 VOLUNTARY EXPERIENCE, KNOWLEDGE AND SKILLS**

Please tell us about any relevant voluntary work experience you have had.

Organisation	From / To	Main duties and responsibilities

Please add any supplementary information relevant to your application and not covered elsewhere. If appropriate, include membership of organisations, societies and clubs.

6 REFERENCES

Please give the names and addresses of two people who we can approach for a reference, one of whom should be indicated as your present or most recent employer.

Name..... Name.....
Address..... Address.....
Telephone..... Telephone.....

In what capacity are they known to you?

Can we approach them for a reference prior to interview? YES / NO

7 DECLARATION OF OFFENCES (Criminal Convictions)

Because of the nature of the work for which you are applying, under the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) you are not entitled to withhold information about any criminal convictions you might have, including those committed whilst a juvenile, which for other purposes may be regarded as 'spent.'

Have you ever been convicted of a criminal offence? YES / NO if yes, outline below.

Table with 3 columns: Date, Offence/s, Court Disposal (sentence)

8 PERSONAL DECLARATION

I confirm that to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent contract of employment. Any information later found to be false may result in dismissal.

Signed.....Name.....Date.....

Thank you for your co-operation.

Once completed please return this application form marked Private and Confidential to:

Faye Ashton
Tiverton & District Community Transport Association
Multi Storey Car Park
Phoenix Lane
Tiverton
Devon
EX16 6NB