**Volunteer Coordinator: Application Form**

Confidential

It is important for us as employers to know as much as possible about the applicant.

Please complete this form accurately and in full, as it forms the initial stage of our selection.

**Personal Details**

|  |  |
| --- | --- |
| Post Applied For | **Volunteer Coordinator**  |
| First/other names  |  |
| Surname      |  |
| Pronouns  |  |
| Address:       |
| Telephone (mobile):      | Telephone (home/other): |
| Email:       |
| Where did you see this position advertised?:  |

|  |  |  |
| --- | --- | --- |
| Do you have the right to work in the UK? FESTIVAL.ORG requires proof of this right before an offer of employment can be confirmed.  | Yes | No |

**Education, Training & Professional Qualifications**

Please add more rows, if necessary

|  |  |  |  |
| --- | --- | --- | --- |
| School, college, university, institute, etc. | Dates attended  | Qualifications obtained | Date obtained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

**Membership or Professional Organisations**

|  |  |  |
| --- | --- | --- |
| Institute/Organisation | Date joined | Grade of Membership (where appropriate)  |
|  |  |  |
|  |  |  |
|  |  |  |

**Employment History**
Please list chronologically, starting with current/most recent employer

Employer Name:

Employer Address:

Position held:

Date started:

Date left:

Reason for leaving:

Salary:

Brief list of responsibilities:

Employer Name:

Employer Address:

Position held:

Date started:

Date left:

Reason for leaving:

Salary:

Brief list of responsibilities:

Employer Name:

Employer Address:

Position held:

Date started:

Date left:

Reason for leaving:

Salary:

Brief list of responsibilities:

**Continue on next page if necessary…**

|  |
| --- |
| ExperienceIn no more than 2 sides of A4, please tell us:Why you are interested in applying for this role;Your experience and other training or skills in support of your application.Please ensure that you meet the essential criteria of the Person Specification.  |

|  |
| --- |
| Tell us more about you! In no more than 500 words, please tell us:What are some of the key differences between managing volunteers and managing paid staff? Explain your reasoning.  |
| RefereesPlease give the names and contact details of two referees. Both referees should have known you in a work/educational capacity and one referee should be your current or most recent employer. |
| Name:       | Name:      |
| Address:      | Address:      |
| Occupation:      | Occupation:      |
| Telephone:      | Telephone:       |
| Email: | Email: |
| May we request a reference (delete as necessary):* at any time
* only after offer of employment
 | May we request a reference (delete as necessary):* at any time
* only after offer of employment
 |
| GeneralPlease give details of any criminal convictions you have had, excluding any considered ‘spent’ under The Rehabilitation of Offenders Act 1974 (minor motoring offences should be disregarded).      |
| Please sign and date below to indicate that you have read the information above, and to declare that, to the best of your knowledge, the information on this form is correct.Signature:Date:      |

**Equal Opportunities Form**

Please complete our Equal Opportunities Form which can be downloaded from our website, and return alongside your completed application.

**Privacy & GDPR**

FESTIVAL.ORG will use the data supplier within this application form for the sole purpose of administering your application for potential employment within the organisation. This data may be made available to those who reasonably need to know details of the applicant / the application. This data will be kept on file for no more than six months following the completion of the recruitment process. In the event that your application is successful, FESTIVAL.ORG will retain this data for record of personnel.

Under General Data Protection Regulations, you have the right to request a copy of the information we hold about you, and to request the update or correction of any inaccurate or out of date data or deletion of such data once it is no longer needed. Please contact us by email to felicity (@) festival.org or by post to FESTIVAL.ORG, Building A4, 301, 10 Monro Way, Greenwich, London, SE10 9EJ, with your request.