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Description automatically generated**

**\\ APPLICATION FORM: Programme Assistant**

**Deadline – Noon Thursday 20 January 2022**

*Everything marked with an asterisks (\*) must be completed, those without are optional.*

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| **Section 1 \\ Personal and Contact Details**  *Please note, information disclosed on this page will be removed before reaching the shortlisting panel. Please read our Privacy Statement which outlines how AND collects and uses this data.* | |
| **Please tick the relevant box\*: Miss**  **Mrs**  **Ms**  **Mr**  **Dr**  **Prefer not to say** | |
| **First and Last Name\*:** |  |
| **Known as/Preferred name:** |  |
| **Email Address\*:** |  |
| **Telephone Number\*:** |  |
| **Address Details\*:** |  |

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| **Section 2 \\ Employment**  *This can include paid or unpaid work (volunteering, placements, internships, work experience)* | |
| **Current/Most Recent Employer** | |
| **Name of Employer\*:** | **Position\*:** |
|  |  |
| **Start Date\*:** *(mm/yyyy)* | **End date (leave blank if this is your current employer):** |
|  |  |
| **Briefly describe the main aspects of your role (max 2000 characters)\*:** | |
| **Please use this space to provide us with any web links relevant to this work.** |  |
| **Notice Period\*:** |  |
|  | |
| **Additional Employment (1)** | |
| **Name of Employer\*:** | **Position\*:** |
|  |  |
| **Start Date\*:** *(`mm/yyyy)* | **End date (leave blank if this is your current employer):** |
|  |  |
| **Briefly describe the main aspects of your role (max 2000 characters):** | |
| **Please use this space to provide us with any web links relevant to this work.** |  |
|  | |
| **Additional Employment (2)** | |
| **Name of Employer:** | **Position:** |
|  |  |
| **Start Date:** | **End date:** |
|  |  |
| **Briefly describe the main aspects of your role (max 2000 characters):** | |
| **Please use this space to provide us with any web links relevant to this work.** |  |
|  | |
| **Additional Employment (3)** | |
| **Name of Employer:** | **Position:** |
|  |  |
| **Start Date:** | **End date:** |
|  |  |
| **Briefly describe the main aspects of your role (max 2000 characters):** | |
| **Please use this space to provide us with any web links relevant to this work.** |  |
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| **Section 3 \\ Training and Development**  *This section is an optional opportunity for you to provide detail of any relevant training or development undertaken that will support your application (such as educational and/or professional qualifications, training courses or informal learning).*  ***Please include name of organisation, name of course/training programme and the year completed.*** |
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| **Section 4 \\ Skills and Experience** |
| *Please outline how your skills and experience meet the criteria outlined in the Person Specification (max 5000 characters).* |
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| **Section 5 – Source of Application** |
| **Where/how did you hear about this vacancy? \*** |
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| **Section 6 \\ References** | |
| *Please provide 2 references who we can contact. Referees will only be contacted if you are offered the job.* | |
| ***Referee 1*** | |
| **Name of Referee\*:** |  |
| **Your relationship to referee\*:** |  |
| **Organisation Name\*:** |  |
| **Email\*:** |  |
| **Contact number\*:** |  |
| ***Referee 2*** | |
| **Name of Referee\*:** |  |
| **Your relationship to referee\*:** |  |
| **Organisation Name\*:** |  |
| **Email\*:** |  |
| **Contact number\*:** |  |

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| **Section 7 \\ Declaration** |
| *By submitting this application, I confirm that the information given in this application is, to the best of my knowledge, correct. I understand that any offer is subject to receipt of satisfactory references. I fully understand that if subsequently any information given is found to be false or misleading, the company reserves the right to withdraw its offer of employment or cancel any agreement made. I understand that if this is discovered at a later date, I may be dismissed.* |
| **Please sign here to confirm you have read and accept the conditions above and to confirm you have completed our** [**Equal Opportunities Monitoring Form**](https://docs.google.com/forms/d/e/1FAIpQLSdNGW6qnHwdgGbtM67yA-YKGd0Ml7zLQyNWFUFGyH7-4Lv5gg/viewform?usp=sf_link)**\***  **Name:**       **Date**:       **Signature:** |
| *Thank you for applying for the role of Programme Assistant with Abandon Normal Devices.* |