



Southend United Community and Educational Trust

Fixed term Summer NCS Application form

Role Details

Role Title: **Team Leader / Team Leader Assistant**

Personal information

Title:

Surname:

Forename(s):

Address:

Postcode:

Date of Birth:

Contact details

Mobile:

E-mail:

Other information

Do you have any unspent criminal convictions? (please circle)

YES NO

If so please give details:

Do you hold a valid driver's licence and your own vehicle? (please circle)

YES NO

Work experience: (This can involve voluntary work, paid work and personal experience)

Date:

Type of employer:

Overall role:

Time of employment:



Experience or skills gained:

Date:

Type of employer:

Overall role:

Time of employment:

Experience or skills gained:

Date:

Type of employer:

Overall role:

Time of employment:

Experience or skills gained:

Education and Training

Please give details of any courses you have attended and educational qualifications you have achieved.

Dates:

School/college/university/courses:

Details of course:

Qualification obtained:

Dates:

School/college/university/courses:

Details of course:

Qualification obtained:

Dates:

School/college/university/courses:



Details of course:

Qualification obtained:

Supporting Statement

Please tell us about yourself and why you feel you are a suitable candidate for this role.

Availability

Please highlight the waves that you will be available to work.

3 Weeks:

Wave 1: 2nd July – 20th July

Wave 2: 9th July – 27th July

Wave 3: 16th July – 3rd August

Wave 4: 23rd July – 10th August

4 Weeks:

Wave 1: 2nd July – 27th July

Wave 2: 9th July – 3rd August

Wave 3: 16th July – 10th August

Wave 4: 23rd July – 17th August



References

Please provide names and addresses for at least two references. At least one of these should be a past employer within the last 3 years.

Name:

Occupation:

Address:

Postcode:

Tel:

Email:

Relationship to you:

Name:

Occupation:

Address:

Postcode:

Tel:

Email:

Relationship to you:

Name:

Occupation:

Address:

Postcode:

Tel:

Email:

Relationship to you:

Do we have permission to contact the references given before the interview stage?

YES NO



Declaration

During the course of your employment, your activities may be recorded through photographs and video. Do you consent that the images of you may be used in media or publicity materials and celebration publications produced by Southend United Community and Educational Trust.

YES NO

- You are required to sign the declaration below certifying that all the information you have provided is accurate.
- We may wish to check any of the details you have provided. Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after commencement of the volunteer role, the ending of the relationship.

I declare that, to the best of my knowledge, the information on this form is correct and that I have not left out significant information in a way intended to mislead.

Signature:..... Date:.....

When completed please send to:

h.wren@southendunited-cet.co.uk



Southend United Community and Educational Trust

Equal Opportunities Form

Surname:

Forename(s):

Please highlight your answers

Asian or Asian British:	Mixed:
Indian	White & Black Caribbean
Pakistani	White & Black African
Bangladeshi	White & Asian
Other Asian background (please specify):	Other mixed background (please specify):
Black or Black British:	White:
Caribbean	British
African	Irish
Other Black background (please specify):	Other white background (please specify):
Chinese	Other background (please specify):

Ethnicity

Gender and Gender Identity

Male	Female	Transgender	Prefer not to say
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Sexual Orientation

Heterosexual	Homosexual	Bisexual	Other	Prefer not to say
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Please indicate if you identify as having one or more of the following:

Learning Disability	Mental Health issues	Long-term illness
Multiple Disabilities	Physical Disability	Sensory Disability
Other (please specify):	Prefer not to say	Non Disabled

We will hold and use your details to monitor diversity and to evaluate and improve our services in partnership with key funding bodies. A hard copy of this form is kept for audit purposes and your details will be stored according to data protection law on a central database. We will not divulge any personal information to other agencies without your consent.

Please send your completed application form to Hayley Wren, h.wren@southendunited-cet.co.uk with the subject titles 'NCS Summer2018 TL application'.