

Head Office – The Stowe Centre, 258 Harrow Road, London, W2 5ES

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**APPLICATION FORM**

Please complete this form legibly and return it on or before the closing date specified in the advertisement.  Late applications will not be considered.  ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL.  Curriculum vitae will not be accepted.  Candidates will outline clearly how their qualifications and experience meet the requirements of the person specification.  All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

**1.POSITION APPLIED FOR:** Mozart Community Champions Project Leader

1. PERSONAL DETAILS

|  |  |
| --- | --- |
| Surname:  | Telephone number (Home):   |
| First name:  | Telephone number (Mobile)   |
|   | Telephone number (Work):  Email address:  |
| Full Home Address:  |

|  |  |  |
| --- | --- | --- |
| Do you have the right to work in the UK? Note: the company will require proof of this right before an offer of employment can be confirmed – eg. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996  | Yes  | No      |

3.  EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| From  | To  | Name of School/ Institution  | Subjects taken and Qualifications Gained (Specify Grades)         |

1. FURTHER/ HIGHER EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| From   | To  | Name of Institution (state if Full – or- Part Time)  | Subjects Taken and Qualifications Gained (Specify Grades or Degree Class Obtained)        |

1. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

|  |  |  |
| --- | --- | --- |
| Date Joined  | Institute/ Organisation  | Grade Of Membership (Where appropriate)     |

1. EMPLOYMENT RECORD (Please list chronologically, starting with current or last employer)

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of Employer and Nature of Business:  | From:   To:  | Job Title: Job Function/ Responsibilities:    | Final Salary and Reason for Leaving  |
|      |   |   |       |

1. VOLUNTEERING EXPERIENCE (Please list chronologically, starting with current or last role)

|  |  |  |
| --- | --- | --- |
| Name and Address of Organisation and Nature of Business:  | From:   To:  | Role Title: Role Function/ Responsibilities:    |
|      |   |   |

1. TRAINING

Details of any relevant training courses attended and awards achieved, including dates, if appropriate

1. EVIDENCE OF SUITABILITY FOR THIS POSITION

|  |
| --- |
| Please provide a written statement providing clear examples to evidence how you meet each of the following criteria in the person specification:  |
| Understanding of health inequalities, the challenges facing communities in North Westminster and the role of Community and Maternity Champions in addressing them  |
| Examples:    |
| Highly motivated and passionate about improving health and wellbeing through empowering individuals and communities  |
| Examples:    |
| Knowledge and understanding of data protection, health and safety, safeguarding and boundaries  |
| Examples:    |
| Experience and understanding of best practice in recruiting and managing volunteers  |
| Examples:    |
| Ability to proactively build and sustain strong relationships with a wide variety of individuals and organisations  |
| Examples:    |
| Excellent interpersonal, listening and communication skills  |
| Examples:    |
| Ability to take a non-judgmental and empathetic approach to individuals with a variety of complex needs, whilst maintaining clear boundaries.  |
| Examples:    |
| Ability to problem solve and use initiative in a fast paced and changing environment  |
| Examples:    |
| Able to work independently and as part of a diverse team  |
| Examples:    |
| Ability to complete basic data entry and collect and record evidence of service outputs and outcomes  |
| Examples:    |
| Highly organized, able to plan and manage a highly complex workload to tight deadlines  |
| Examples:    |
| Strong working knowledge of IT packages (Word, Excel, Outlook)  |
| Examples:    |
| Committed to the principles of equal opportunities and diversity  |
| Examples:    |
| Are you prepared to promote public health campaigns on vaccinations and other health topics in line with NHS and government guidance?    |
| Yes/ No (Please select one and explain answer below)   |

1. DISABILITY

Do you consider yourself to be disabled?                       Yes       No

*(please tick as appropriate)*

If yes, do you require any special arrangements or reasonable adjustments to be made to assist you if called for interview?

Please provide details:

1. REFEREES

Please give the details of two work related referees, including your current or most recent post.  Referees will not be contacted without your prior approval.

If you are a current PDT employee you do not need to complete this section.

|  |  |
| --- | --- |
|  Name:  |  Name:  |
|  Position:  |  Position:  |
|  Company:  |  Company:  |
|  Address:     Email: Telephone No.:  |  Address:     Email: Telephone No.:  |
|  Nature of Relationship:   |  Nature of Relationship:  |

1. VERIFICATION OF INFORMATION

I certify that all information which I have provided is correct.  I understand that any false information given may result in a job offer being withdrawn.

Signature:                                   Date:

***Please complete the separate monitoring form enclosed.***