**LIVING OPTIONS DEVON**

**Job Application Form**

**Strictly Confidential**

|  |  |
| --- | --- |
| **Please note, CVs are not accepted. Please type or write in black ink.**  **Please contact us if you need your application form in another format – 01392 459222** | Post Title: Referral Co-ordinator  Closing Date: 12th August, 5pm  Interview date: 20th August  Ref. No. (office use only): |
| **When completed. please email your application as a Word document to:** jobs@livingoptions.org |

**Present or most recent Employment**

|  |  |
| --- | --- |
| Name of Employer |  |
| Address of workplace, including postcode |  |
| Job Title |  |
| Start Date |  |
| Salary and other benefits |  |
| Date left/period of notice required |  |
| Reason for Leaving |  |
| Brief Description of Duties |  |

**Past Employment**

(Start with the most recent and work backwards)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Name & Address of Employer** | **Position Held** | **Salary** | **Reason for Leaving** |
|  |  |  |  |  |  |

**Education and Qualifications**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Schools/ Colleges Attended** | **From** | **To** | **Full time or Part time** | **Qualifications Gained (or being sought)** | **Date Awarded** | **Grades Obtained** |
|  |  |  |  |  |  |  |

**Training**

(Please list any other relevant training courses you have attended)

|  |  |
| --- | --- |
| **Dates** | **Details** |
|  |  |

**Volunteering**

(Please give details of any relevant volunteering you have undertaken)

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|  |

|  |  |  |
| --- | --- | --- |
| **References** | | |
| Please provide details of two people who will be your referees. Reference 1 should be your current or most recent employer. | | |
| Reference 1 | | Reference 2 |
| Name |  | Name |
| Job Title |  | Job Title |
| Address |  | Address |
| Email address |  | Email address |

**Driving**

|  |  |  |  |
| --- | --- | --- | --- |
| Do you hold a current full driving licence? | Yes/No | Do you own a vehicle? | Yes/No |

**Disability Confident** - **Offer an Interview Scheme**

As part of our commitment as a Disability Confident Leader all disabled and Deaf people who meet the essential requirements against the person specification for the post will be offered an interview.

**Do you wish to apply under the Disability Confident - Offer an Interview scheme?**    
Yes / No

**Further Details**

In this space please give us information about why you have applied for this position and why you think you would be good at it (use the Job Description and Person Specification to help you). Please tell us why your work experience, or skills/experience outside work will make you good at the job. If you need more space you may attach one more sheet of A4 paper.