



Community Lives Matter is committed to working to improve the lives and opportunities of residents in our community. Whether supporting younger people in education, asylum seekers or people with dementia and their families, or providing social contact for the elderly, vulnerable or lonely, we strive to meet the particular needs of those we serve. Various activities and projects are run from our centre as well as outreach work thus bringing the community as a whole together.

Application Form for the role of Project and Development Manager

Please complete and return by email to neil@communitylivesmatter.org or print, complete and return by post to Community Lives Matter, CLM, Cottage Lane, Ormskirk L39 3NE.

PART 1: PERSONAL INFORMATION

Title:					
Name in full:					
Preferred name:					
Address:					
Postcode:					
Phone (that we can use to contact you):					
Email:					
Date of Birth:					
Are you eligible to reside and work in the UK?		Do you hold a UK driving licence?		Do you own a car?	

PART 2: EDUCATION & TRAINING

Based on the job description, please list relevant education, training and professional qualifications.

Name and location	Qualification Obtained (Course/Subject)	Grade	Date obtained

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PART 3: EMPLOYMENT HISTORY

Starting with your current/most recent appointment, please indicate what you have done in the last 10 years - please include any voluntary work.

Name and address of employer	Start and leave date	Post held and brief description of responsibilities	Reason for leaving

PART 4: INFORMATION IN SUPPORT OF YOUR APPLICATION

Looking at the person specification, please give examples of how you meet the criteria. Examples can be taken from work, hobbies or talents, previous volunteering, community projects, extra-curricular activities, etc.

PART 5: REFEREES

References will only be requested in the event of a successful interview and intention to appoint.

Character Reference

Name:	
Job title:	
Phone:	
Email:	
Address:	

Current/most recent employer/academic (please indicate)

Name:	
Job title:	
Phone:	
Email:	
Address:	

May we contact your current /most recent employer now?	
What is the period of notice you require in your current job?	

PART 6: DECLARATIONS

Rehabilitation of offenders act.

Under the provisions of the Rehabilitation of Offenders Act, you do not have to disclose information on certain convictions after a set period of time, as they become “spent”. However, this post is **exempt** from the above Act. This means that **ALL** convictions, cautions or bind-overs must be declared and cannot be regarded as spent.

Have you been convicted of any criminal offence (including “spent” convictions), or are you currently the subject of a police or social services investigation involving any alleged offence?

YES / NO If yes please provide full details on a separate sheet.

Please note that a full “enhanced disclosure” will be applied for from the Disclosure and Barring Service for the successful applicant and appointment to the post will be dependent on satisfactory clearance.

To the best of my knowledge and belief, the information supplied by me in each section of this form is correct. I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1988, involved in the consideration of this application.

Signed:		Date:	
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(If returning this form by email, please insert your name and the date; this will be taken as the equivalent of a signature on a physical copy.)

For further information, contact neil@communitylivesmatter.org or phone 07449 340677.