

**Application Form for part-time post (3 days per week) of Public Programme and Communications Coordinator, Book Works**

|                          |  |
|--------------------------|--|
| <b>Personal details</b>  |  |
| <b>Full name</b>         |  |
| <b>Address</b>           |  |
| <b>Postcode</b>          |  |
| <b>Contact telephone</b> |  |
| <b>Email</b>             |  |
| <b>Date of Birth</b>     |  |

|   |  |
|---|--|
| <b>Are you self-employed? Yes/No</b>  |  |
| <b>If no give details of your current/last employer, and any notice required.</b> |  |

|  |  |
|--|--|
| <b>Please supply names and address of two referees (who are not related to you).</b> | <b>One should be your present/most recent employer (if appropriate).</b> |
| <b>Name</b>  |  |
| <b>Position</b>  |  |
| <b>Address</b>   |  |
| <b>Postcode</b>  |  |
| <b>Telephone contact</b>   |  |
| <b>Email</b>   |  |
| <b>Relationship with referee</b>   |  |
| <b>Name</b>  |  |
| <b>Position</b>  |  |
| <b>Address</b>   |  |
| <b>Postcode</b>  |  |
| <b>Telephone contact</b>   |  |
| <b>Email</b>   |  |
| <b>Relationship with referee</b>   |  |

|   |  |
|---|--|
| <b>Should you be shortlisted, do you have any objection to references being obtained prior to interview? Yes/No</b> |  |
|---|--|

|                              |  |
|------------------------------|--|
| <b>Work Permit</b>           | <b>Are you currently eligible to work in the UK?</b> |
| <b>Please supply details</b> |  |

|   |  |
|---|--|
| <b>Criminal convictions</b>   |  |
| <b>Please list any criminal convictions other than 'spent' convictions. If none, state 'none'. The information provided will be confidential and will be considered only in relation to this application.</b> |  |

|  |  |
|--|--|
| <b>Availability and interview arrangements</b> | <b>Please note we intend to hold interviews 9-11 September</b> |
| <b>Please advise us of your availability</b>   |  |

|                                       |  |
|---------------------------------------|--|
| <b>Please sign and date this form</b> |  |
| <b>Sign</b>                           |  |
| <b>Date</b>                           |  |

Please return:

1. the completed form by email, subject line Public Programme and Communications Coordinator, to: jane@bookworks.org.uk, with,
2. a covering letter explaining why you are applying for this post, including how your skills, experience and achievements make you suitable for the job (two pages maximum), with,
3. Your C.V. and,
4. Your Equal Opportunities monitoring form.