

# PROJECT MANAGER

Job Application Form

*Hours are negotiable between 3-5 days a week, with 37hrs being a full time equivalent. Fixed term contract until the end of September 2025.*

# APPLICATION FORM

Project Manager - Full Time

**PART 1 - PERSONAL DETAILS** - For further details of how CABEH process this information, please view the [Recruitment Privacy Notice](#).

FIRST NAME	LAST NAME	Date of Application
<input type="text"/>		<input type="text"/>
Preferred Title:	Mr / Mrs / Miss / Ms	
Address:	<input type="text"/>	
Post Code:		
Phone Number	Daytime: Evening:	
Email Address	<input type="text"/>	

## PART 2 - REFERENCES (one of whom must be your present or last employer)

	FIRST	SECOND
Name:	<input type="text"/>	<input type="text"/>
Relationship:	<input type="text"/>	<input type="text"/>
Address:	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Post Code:	<input type="text"/>	<input type="text"/>
Phone Number:	<input type="text"/>	<input type="text"/>
Email Address:	<input type="text"/>	<input type="text"/>

**NB.** References will only be sought once the post has been accepted.

## PART 3

### 3.1 EDUCATION

School / College / University / Other (please give dates)	State if Full or Part Time	Qualifications Gained	Grades if appropriate

### 3.2 ANY OTHER RELEVANT QUALIFICATIONS OR ATTAINMENTS

Organising Body	Course Details and Date	Qualifications Gained

## PART 4 - EMPLOYMENT

### 4.1 PRESENT OR MOST RECENT POST

Name and Address of Employer		Job Title (and Grade if appropriate)	
Full or Part-Time	Period of Notice	Date of Appointment	Gross Annual Salary

**Brief description of duties**

Seven horizontal rounded rectangular boxes for writing a brief description of duties.

**4.2 PREVIOUS POSTS, Starting with The Most Recent - continue on a separate sheet if necessary**

Name of employer and dates	Brief description of duties	Full or part time?

**PART 5 - PLEASE GIVE BRIEF DETAILS OF YOUR INTERESTS AND HOBBIES**

Four horizontal rounded rectangular boxes for writing brief details of interests and hobbies.

## PART 6

### 6.1 - PLEASE INDICATE YOUR REASONS FOR APPLYING FOR THIS POST

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### 6.2 - SUPPORTING STATEMENT

Drawing upon your experience, skills, abilities and qualifications explain how you meet the requirement of the post for which you have applied. Please refer to the Job Description and Person Specification accompanying this form when completing this section.

Please continue on separate sheets if necessary.

Supporting Statement Continued...



## PART 7 - CRIMINAL CONVICTIONS

7.1 Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

YES / NO

7.2 Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

YES / NO

I give my consent for this information to be processed in line with the [Recruitment Privacy Notice](#)

## PART 8 - MONITORING INFORMATION

### 8.1 - DISABILITY

The Disability Discrimination Act 1995 states that a person has a disability for the purpose of this Act if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities)

Do you consider you have a disability as defined above?

YES / NO

Please advise us of what adjustments we could make to facilitate your interview.

### 8.2 - ETHNIC ORIGIN - Please tick appropriate box.

#### Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Other Asian background (Please specify)

#### Black or Black British

- Caribbean
- African
- Bangladeshi
- Other Black background (Please specify)

#### White - UK origin

- White -Other background (Please specify)
- Mixed - White & Black Caribbean
- Bangladeshi
- Mixed - White & Black African
- Mixed – White & Asian
- Other Mixed background (Please specify)
- Chinese
- Other Ethnic Group (Please specify below)

### 8.3 - GENDER - Please tick appropriate box.

- Male  Other   
Female  Prefer not to say

## GENERAL MONITORING

8.4 - Where did you see this post advertised?

### PART 9

I accept that any information given in this application that I know to be false, or information deliberately withheld may result in my application being disqualified or if appointed may result in dismissal.

Date:

Name:

Please return by email to [recruitment@communityalliancebeh.org.uk](mailto:recruitment@communityalliancebeh.org.uk)  
by **12.00 noon on Tuesday, 5th March 2024.**