

Registered Charity No. 1084083 Company Registered No. 4061592

4th Floor, MEA House, Ellison Place, Newcastle upon Tyne NE1 8XS

tel: 0191 233 2000 web: [www.vonne.org.uk](http://www.vonne.org.uk)

APPLICATION FORM for the position of **North East & North Cumbria VCSE Programme Manager**

(November 2020)

This page will be removed prior to shortlisting.

Last Name: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone

Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ May we contact you at work? Yes  No 

**I declare that the information given in this application form is correct to the best of my knowledge and I accept that providing false information could result in dismissal.**

**Signed**   **Date**

Please use this space to say in your own words why you are applying for this post and tell us why you feel you are particularly suited to this job. Remember to address all the points in the person specification (please continue onto additional pages if required).

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**Current or Most Recent Employment**

Position Held:

Employer:

Address:

Dates when you were employed: From: To:

Period of notice you are required to give:

Brief description of duties:

**Previous Employment**

Please list below the names and addresses of your previous employers over the **last 10 years**. Please confirm the position held, dates of employment and your reason for leaving and explain any gaps in employment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Address of Employer** (if necessary please continue on a separate page) | **Dates Employed****From - To** | **Position Held** | **Reason For Leaving** |
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**Other relevant experience**

Please list below any experiences other than previous employment that you feel are relevant. This may include placements, voluntary work and life experiences.

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**Do you have any restrictions on working in this country?**  Yes  No 

If yes please give details below:

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Please declare and describe any existing connection with members of staff or board members of VONNE in the box below:

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**Education and Training**

Please list details of your schooling and any further education you have done (including any examinations you have passed) as well as any relevant training you have undertaken (including short courses you feel are relevant to your application).

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| --- | --- | --- | --- |
| **School/College/University**(If necessary please continue on a separate page) | **Dates****From - To** | **Examinations/Courses Passed** | **Qualification/****Grades** |
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**References**

Please give the name of two people we may contact for a reference, one of whom should be your current or most recent employer. Please note we will not contact your referees until a formal offer has been made.

Name Name

Position held Position held

Company Company

Address Address

Telephone Telephone

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please email the completed application form to recruitment@vonne.org.uk

**Privacy Notice**

VONNE will use the information from your application form as part of the recruitment short-listing process. Your information will be stored electronically for a retention period of 12 months and your personal information will be deleted once the data retention period is reached. We will use the information you share with us in the recruitment process and will refer back to it if you ask us for feedback following the recruitment process. We may also contact you within 12 months should the same or a similar role become available in the organisation that we think you may be interested in. We will not use your information to send you emails about other VONNE services and we will not share your personal information with third parties; transfer your data internationally; or use your data for automatic profiling. Should you wish to remove your details prior to automatic deletion or for any other queries about how your information is handled, please contact VONNE via Angela Goodfellow angela.goodfellow@vonne.org.uk or Jule Wilson jule.wilson@vonne.org.uk or telephone 0191 2332000. Read more about how we use your data ([link to full privacy policy](https://www.vonne.org.uk/privacy-policy)).