



## Community Centre Manager Application form

**Please email your completed application form to:**

Pam Woolley - [pamwoolley.cca@gmail.com](mailto:pamwoolley.cca@gmail.com) *General enquiries should also be emailed*

If you are unable to email, please post to:

Cotteslowe Community Centre, 31 Wren Road, Oxford OX2 7SX

**This form can be downloaded from [www.cotteslowecommunity.org.uk](http://www.cotteslowecommunity.org.uk)**

***Closing date for applications: 22<sup>nd</sup> November 2020***

### 1. Personal Details:

Name:

Known as:

Address:

Telephone number:

(Day)

(Evening)

Mobile Phone number:

E-mail:

Current status: Student/employed/unemployed/retired

If you have a disability, please tell us about any adjustments we may need to make to assist you at interview *(please continue on a separate sheet if necessary)*

**Your current employment**

Employer:

Job title:

Address:

Duties:

**2. Your qualifications:**

Please list any qualifications which you hold and which you consider to be relevant to this position. (Please include dates, grades and the educational institution attended).

**3. Employment history (including voluntary work):** Please tell us about other jobs you have done (including voluntary work) and about the skills you used and/or learned in those jobs.

**4. Personal statement:**

Please tell us why you applied for this job and why you think you are the best person for it.

[Empty rectangular box for text entry]

***Personal Statement continued...***

**5. Referees:**

**Please give the names, addresses, telephone numbers and email addresses** of two people who are willing to provide a reference. One reference must be from your current / last employer or teacher.

**Referee 1.**

**Email:**

**Referee 2.**

**Email:**

**6. Criminal convictions:**

Have you ever been convicted of a criminal offence?      Yes  No   
*(Declaration subject to the Rehabilitation of Offenders Act 1974)*

**7. How did you find out about this job?**

**8. Declaration:**

I confirm that I wish to apply for work as   
at Cutteslowe Community Centre. I certify that the above information is accurate, and I give  
permission for a DBS check to be carried out on me if necessary and relevant to this  
position.

**Signed**

**Date**