Jacari Bristol Coordinator (job share): Application Form

Thank you for your interest in our Coordinator vacancy. Please read the following guidance about completing the application form carefully.

**Completing the application form**

Please type your answers into the boxes provided and complete all sections as fully as possible. Your answers to this application form will be used to help us shortlist candidates for interview so please give as much relevant detail as possible. Please note, we value all experience you may have, whether this was gained through paid or voluntary work, or through lived experience.

**Submitting your application**

* The deadline for applications is **Monday 22nd September at 8 AM.**
* Please submit your completed application form, by email to [jobs@jacari.org](mailto:jobs@jacari.org).
* Please also complete our anonymous Equal Opportunities Monitoring Form online, the link for which can found at the end of this application form.

All applications will be acknowledged. Late applications cannot be considered, and we are unable to accept CVs or covering letters.

**Any questions?**

If you have any questions, or would like to arrange an informal chat about either role, contact Charity Manager, Katy: [katy.isaac@jacari.org](mailto:katy.isaac@jacari.org) 07541 543259.

To request an application form in an alternative format, please email [jobs@jacari.org](mailto:jobs@jacari.org)

**Section 1:**

*This section will be removed and not seen by the recruitment panel so that your application is anonymised, in line with our fair recruitment policy.*

**Personal details**

| Full name |  |
| --- | --- |
| Pronouns |  |
| Email address |  |
| Address |  |
| Phone number |  |

**Interview arrangements**

We are planning to hold interviews the week commencing Monday 20th October in-person at our office at 7 Unity Street, BS1 5HH. We will inform candidates who have been successfully shortlisted by 5pm on Tuesday 30th September.

| If successfully shortlisted, are there any dates or times during the week commencing 20th October that you would **not** be available for an in-person interview at our Bristol office? | |
| --- | --- |
|  | |
| If invited to interview, are there any reasonable adjustments or special arrangements you would need? | Yes/No |
| If yes, please provide details below: | |
|  | |

How did you hear about this job?

|  |
| --- |

**Section 2: Employment history (paid work)**

Starting with your **most recent** role, please tell us about your relevant employment history in paid work. There is a separate section for voluntary roles following this section.

| Organisation name and location |  |
| --- | --- |
| Job title |  |
| Dates in this employment  (MM/YY - MM/YY) |  |
| Full time or part time? If part-time, please indicate hours. |  |
| Main duties/responsibilities |  |
| Reason for leaving\* |  |
| Notice period (if applicable) |  |

*\*Please note, we ask this in line with our safer recruitment policy*

| Organisation name and location |  |
| --- | --- |
| Job title |  |
| Dates in this employment  (MM/YY - MM/YY) |  |
| Full time or part time? If part-time, please indicate hours. |  |
| Main duties/responsibilities |  |
| Reason for leaving |  |

| Organisation name and location |  |
| --- | --- |
| Job title |  |
| Dates in this employment  (MM/YY - MM/YY) |  |
| Full time or part time? If part-time, please indicate hours. |  |
| Main duties/responsibilities |  |
| Reason for leaving |  |

*If you require more space to detail additional employment history, please copy and paste the above table as many times as required.*

If there are any gaps in your employment history, please tell us why. We ask this question in line with our safer recruitment policy.

| Gaps in employment history |  |
| --- | --- |

**Section 3: Education and training**

Please give details of education and training relevant to this post, including any work-based courses attended.

| **College / University attended** | **Dates attended (MM/YY - MM/YY)** | **Level of qualification achieved** | **Course Title/Subjects and grades achieved** |
| --- | --- | --- | --- |
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**Section 4: Voluntary work**

Please tell us about any recent or relevant volunteer roles you have done.

| Organisation name and location |  |
| --- | --- |
| Role |  |
| Dates in this role  (MM/YY - MM/YY) |  |
| Main duties/responsibilities |  |
| Reason for leaving |  |

| Organisation name and location |  |
| --- | --- |
| Role |  |
| Dates in this role  (MM/YY - MM/YY) |  |
| Main duties/responsibilities |  |
| Reason for leaving |  |

*If you require more space to detail additional voluntary experience, please copy and paste the above table as many times as required.*

**Section 5: Your suitability for the role**

Please look at the Person Specification outlined at the bottom of the Job Description, and describe in the boxes below how you match the criteria listed, giving clear examples.

**Essential Criteria.** Please do not exceed 1,000 words in total for this section.

| **Experience** |
| --- |
|  |
| **Skills** |
|  |
| **Knowledge and approach** |
|  |

**Desirable criteria:** Please do not exceed 350 words for this section.

|  |
| --- |

**Reason for applying**

Please tell us why you are applying for this role at Jacari. Please do not exceed 300 words for this section.

|  |
| --- |

**Additional information**

Please use this box to tell us about anything else which is relevant and would show your suitability for the role which has not been covered anywhere else on this form, including any relevant skills or knowledge you have gained from other life experiences that may be relevant. Please do not exceed 300 words for this section.

|  |
| --- |

**Section 6: References**

Please tell us the details of two referees we can contact about your application. One of these should be your current or most recent employer. If you have had any experience working with children, either paid or voluntary, please provide a reference for your work in this role. We will only contact your referees if you are successful at interview and offered the role.

**Referee 1**

| Name |  |
| --- | --- |
| Job title and organisation |  |
| Relationship to you |  |
| Contact email address |  |
| Contact phone number |  |

**Referee 2**

| Name |  |
| --- | --- |
| Job title and organisation |  |
| Relationship to you |  |
| Contact email address |  |
| Contact phone number |  |

**Section 7: Equal Opportunities Monitoring Form**

To help us ensure that we are recruiting fairly and equitably, please click [here](https://forms.gle/MRo2xRtwWrvDiJV77) and complete our Equal Opportunities Monitoring Form. Thank you.