**Facilities Coordinator**

Please complete all sections of the application form and return to *Becky Baldock, Bore Place, Bore Place Road, Chiddingstone, Kent TN8 7AR* or email to ***BeckyB@boreplace.org***

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| --- | --- |
| **Personal details** | |
| First name(s) |  |
| Surname |  |
| Address |  |
| Postcode |  |
| Tel (day/eve) |  |
| Email address |  |
| How did you hear about this vacancy? |  |

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| **Education and Training** | | |
| Please list educational details, including training courses, starting with most recent. | | |
| Dates | Institution name and address | Course and qualification(s) obtained |
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Please add more rows if necessary

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| **Current and most recent employment / work experience** | |
| Organisation |  |
| Post |  |
| Address and Postcode |  |
| Date appointed |  |
| Salary (£) |  |
| Please describe your position, tasks and responsibilities in the organisation, explaining how your work experience is relevant to this post. Highlight aspects of the work you have enjoyed. | |
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| **Previous employment and work experience** | | |
| Dates | Organisation name and address | Role |
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Please add more rows if necessary

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| **Skills and experience** |
| With reference to the job description, please highlight the qualities, expertise and experience you feel you can offer, and outline why you would like this post. |
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| **Other interests** |
| Please note your interests and activities, membership of societies, etc. |
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| **References** | |
| Please give the names and contact details for two referees. One should be your present or most recent employer. | |
| **Referee 1** | |
| Name |  |
| Address |  |
| Postcode |  |
| Tel |  |
| Email |  |
| **Referee 2** | |
| Name |  |
| Address |  |
| Postcode |  |
| Tel |  |
| Email |  |

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| **If appointed, when could you start?** |  |
| I confirm that the information given in this application is correct. | |
| Signature: | Date: |