



紐咸華人協會

Newham Chinese Association
Beckton Community Centre, 218, Tollgate Road
Beckton, London E6 5YA
Tel: 0207 474 7715
Email: newham2002@hotmail.com



JOB APPLICATION FORM

Job Title: Project Coordinator

Salary: £15,000 p.a. for 12 Months including ILW

Please complete in black ink or type.

CVs will not be considered.

Please send completed form to: newham2002@hotmail.com

Closing date for applications Monday 4th September 2023

Closing Date: 4th September 2023

Shortlisting Date: 6th September 2023

Interviews Date: 8th September 2023

Post: Project Coordinator

Please use block capitals

CONTACT DETAILS

Name _____

Title: Mrs / Ms / Mr

Address

Postcode _____

Daytime Contact No: _____

Can we contact you at work: Y [] N []

Evening Contact No: _____

Mobile: _____

Email: _____

EDUCATIONAL QUALIFICATIONS

Please continue on a separate sheet if necessary

Date	Name & Address of School/College	Subject/Grade/Level

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PROFESSIONAL QUALIFICATIONS

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EMPLOYMENT HISTORY

(most recent first; continue on a separate sheet if necessary)

From – To	Name & Address of Employer	Job Title/ Nature of Duties	Reason for Leaving

PLEASE EXPLAIN WHY YOU ARE INTERESTED IN THE POST AND HOW YOUR RELEVANT WORK EXPERIENCE; SKILLS AND TRAINING MEET THE ENCLOSED PERSON SPECIFICATION AND JOB DESCRIPTION. *(Continue on a separate sheet if necessary)*

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REFERENCES

Please give the names, address and phone numbers of two referees (one of whom should be your current or most recent employer/tutor)

Name:		Name:	
Address:		Address:	
Tel No:		Tel No:	
Capacity in which known:		Capacity in which known:	

DO YOU REQUIRE A WORK PERMIT? Y [] N []

REHABILITATION OF OFFENDERS ACT 1974

Do you have any unspent criminal convictions? Y [] N []

If yes please give details

- Please make sure you have answered all questions
- Put your name and numbered any additional sheets
- Completed the enclosed Equal Opportunities Monitoring Form
- Signed the declaration below

I hereby declare that the information given above is true to the best of my knowledge

Signature _____

Print Name: _____

Date _____

Closing date for applications Monday 4th September 2023

Applications will not be accepted after 12pm

Shortlisting Date: 6th September 2023

Interviews Date: Thursday, 8th September 2023

Please do not send CV

PLEASE RETURN ALL APPLICATION FORMS TO
Yvonne Yau: newham2002@hotmail.com

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Beckton Community Centre, 218, Tollgate Road
Beckton, London E6 5YA
Email: newham2002@hotmail.com

