



Application for employment (Confidential)

Job Title: Flourish Project Coordinator

Checks: This role requires you to undertake a standard DBS check.

Closing date: 5.00pm Wednesday 30th July 2025. Interviews will take place on 6th August 2025.

Apply: Return your completed application by email to joy.hart@hivebradford.org.uk, or in person / by post to Hive Bradford, 39b Kirkgate, Shipley, BD18 3EH.

Hive is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults. Our safeguarding policies are available on request.

Hive is a Living Wage employer.

Important note

Please:

- read all of the enclosed information, particularly the Job Description and Person Specification, and complete the form fully – we can only assess your application based on the information you give us
- tell us why you think you are suitable for the job, demonstrating how you meet the requirements of the Person Specification
- (if printing and hand writing your application) write legibly, and use separate sheets for additional information as necessary.

Your details

Your details	
Your full name	
Your address (including postcode)	
Phone number(s)	
Email address	

Where did you hear about this role?			
Internet search	Social network	Word of mouth	Advert
Leaflet or poster	Other: (please give details)		

Checks			
Under the requirement of the Asylum and Immigration Act, are you currently eligible to work in the UK?		Yes	No
If the role requires a DBS check, are you willing to have one? (This is specified at the top of this application form)	n/a	Yes	No



Education and qualifications

Please give details of your education and qualifications, **most recent first**.

Please note that if you are appointed to a post where the role description specifies a level of qualification as an essential requirement, you may be asked to present original copies of certificates issued to you by the examining body before your appointment is confirmed.

School, college and university-level educational qualifications. Please group all qualifications of the same type (eg. A-levels, GCSEs) on one line.

Qualification level
(eg. GCSE, A-level, T-level,
BTEC, BA, MA, PhD)

Subject(s)

Grade(s)

Please give details of any relevant professional qualifications, memberships or training.



Current or most recent job:

Job title	
Employer	
Start and end dates	
Hours worked	
Salary	
Brief description of duties and responsibilities, and reason for leaving	

Job title	Employer	Start and end dates	Hours worked / salary
Relevant duties and responsibilities from previous roles			



Your application for the role

This is your main opportunity to tell us why you want the role, and how you meet the requirements of the role description. Please refer directly to the requirements in the person specification, and show how you meet them using evidence from previous experience, and paid or volunteering roles.

You may want to structure your application using the headings of the person specification.



References

Please provide details of **two** people who know you well enough to comment on your suitability for the role, and are not related to or living with you.

At least one of your references must be a professional reference (for example a current or former employer, a supervisor from other volunteering, an educational tutor or supervisor who knows you well, a support worker).

Please ensure that your referees know that we will be contacting them regarding your application.

Referee 1 (professional referee)

Their name

How they know you

Email address

Address

(including postcode)

Phone number(s)

Referee 2

Their name

How they know you

Email address

Address

(including postcode)

Phone number(s)

Your information

The information you provide us with will be used to facilitate your role with Hive, in particular the checks necessary as part of our safer recruitment processes, and the administrative requirements of the role (for example communicating with you about your role).

Your information will be stored confidentially and securely, and retained whilst you have an active role at Hive and for up to five years afterwards.

As with any personal information held by any organisation, you have a number of rights to access and retain control over your personal data, including the right to see the information we hold about you, and the right to correct or remove your information. Full details can be found in our Data Protection Policy which is available on our website or from our office.

Declaration

By submitting this form, you declare that the information you have given is correct to the best of your knowledge, and you agree to Hive processing your data as described above.

Your name

Date



Equality Monitoring

This form will be separated from your application, and will not be used as part of the recruitment process. We ask for this information so that we can monitor the reach and diversity of our recruitment processes on an ongoing basis, to ensure that we are reaching all sectors of the community with our recruitment advertising and publicity.

Sex					
(Enter your own description)		Female	Male	Prefer not to say	
Ethnicity					
Asian or Asian British:	Indian	Pakistani	Bangladeshi	Chinese	Other (you may specify below)
Black, Black British, Caribbean or African:	Caribbean	African	Other (you may specify below)		
Mixed or multiple ethnic groups:	White and Black Caribbean	White and Black African	White and Asian	Other (you may specify below)	
White:	English, Welsh, Scottish, Northern Irish or British	Irish	Gypsy or Irish Traveller	Roma	Other (you may specify below)
Other ethnic group:	Arab	Other (you may specify below)			Prefer not to say
Specify another ethnicity (optional):					
Disability					
Do you consider yourself to have a disability?	Yes		No		Prefer not to say
Age					
	16-17	18-24	25-34	35-44	45-54
	55-64	65-74	75-84	85 and over	Prefer not to say