# **Capitals Coalition application form**

Thank you for your interest in applying for a role with Capitals Coalition.

Please send a completed application form as a Word document (not Pages or PDF) to **info@capitalscoalition.org** by the deadline stated in the online vacancy. Kindly note that only short-listed candidates will be contacted. For any queries about the role please contact info@capitalscoalition.org.

At Capitals Coalition, we only collect this application form, which includes a section for the cover letter, from candidates. CVs are not reviewed by our hiring team as part of our selection process, as we strive to keep the selection as objective as possible.

Please be aware that if the job description specifies the Netherlands or the UK as the work location, Capitals Coalition can only consider candidates who are based in those locations and have existing permission to work there.

**Basic information**

1. Application for employment as:
2. Name:
3. Residential address:
4. Postcode:
5. Phone:
6. Email:

## **Education, training and qualifications**

1. Please give details of all relevant education, training and qualifications including the date of qualifications, titles and content of courses.

## **Employment history**

1. Please give details of your present employer including your job title, duties and responsibilities and length of time with the organization.
2. Please provide the same details as above for previous employers. Your employment history should include any volunteer positions where they are relevant to the role you are applying for.

*\*No approach will be made to your present employer or past employer before an offer of employment is made to you.*

## **Additional skills and experience**

1. Please give details of any other skills and experience relevant to the role you are applying for not covered above.

**Cover Letter**

1. Please refer to the person specification and role description and explain how your knowledge, skills and experience make you the best person for this role. Please also tell us why you are applying for this role.
2. Do you consider yourself to have a disability? (please **bold** your selection)
* Yes
* No

*\*Please note that this information is used to understand and provide necessary accommodations and will not be considered a factor in your candidacy.*

1. Please tell us if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process.
2. Please specify the type of right to work you currently hold in the UK or the Netherlands (please **bold** your selection). Please also note the working permissions this grants you.
* British/Irish citizenship
* UK pre-settled or settled status
* UK family permit
* EU/EEA citizenship
* EU permanent resident
* EU family permit
* Netherlands Orientation Year visa
* Netherlands Highly Skilled Migrant visa
* Other (please specify):

\*Working permissions (please specify):

**Confirmation**

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form for recruitment purposes only. Capitals Coalition will treat all personal information with the utmost confidentiality and in line with current data protection legislation. For more information on how we use the information you have provided, please visit [our website](https://capitalscoalition.org/privacy-policy/#:~:text=The%20Capitals%20Coalition%20has%20implemented,and%20Personal%20Data%20Protection%20Policies.&text=We%20apply%20appropriate%20technical%20and,accidental%20%2F%20malicious%20activities%20or%20theft.).

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature:

Date:

[ Note: please do not convert this Word document to Pages or PDF when sending it to info@capitalscoalition.org ]