# Shape  Description automatically generated with medium confidenceVictoria Baths Trust

# Job Application Form

**Application for the post of Facilities Coordinator**

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| --- | --- |
| **Name** |  |
| **Address** |  |
|  |
|  |
|  |
| **Telephone** |  |
| **Email** |  |
| **Educational Qualifications** Including dates - please begin with the most recent | (The box will expand as you add text) |
| **Employment History** Including dates - please begin with your current/latest post | (The box will expand as you add text) |

**How do you meet the requirements of the post?**

**Please show clear evidence of how you meet the criteria.** Just stating you have a skill or experience is not enough, please provide real examples. Use as much space in each box as you need for your answer.

(The boxes will expand as you add text)

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| --- |
| 1. Practical experience of room/event setup, takedown and cleaning.
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| 1. Evidence of relevant Health and Safety training and experience.
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| 1. The ability to work without direct supervision and use time effectively, including organising and scheduling tasks, and prioritising in response to changing demands.
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| 1. Problem-solving skills for addressing safety and maintenance concerns.
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| 1. Practical ability to complete basic building maintenance skills, including minor plumbing, carpentry, decorating and gardening.
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| 1. Positive customer service and verbal communication skills, for dealing with colleagues, volunteers, visitors and contractors.
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| 1. Basic use of Microsoft Office 365, including spreadsheets, emails and online documents.
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**Referees**

If we offer you this post we will take up two references before we confirm your appointment. Please provide below the name and contact details of two people who know you well but who are not related to you; preferably your current and previous employers.

|  |  |
| --- | --- |
| (The box will expand as you add text) | (The box will expand as you add text) |

Signed………………………………………………………………………………….

Date…………………………………..

*Please return this form by the end of* ***Sunday 28th April 2024***

NB We reserve the right to close applications early if we receive a high volume, so please apply early.

**Please send by email to:**

Facilities Manager – Abel Clarke abel@victoriabaths.org.uk