Employment Application Form

**POST: TEMPORARY OFFICE ADMINISTRATOR**

*This application form should be completed in reference to the Job Description and any other material made available to potential candidates. In describing your experience, skills, knowledge and abilities, please give examples whenever possible.*

Please return your completed application form by email **by** **12 noon on Wednesday 25th September 2019** to: [manager@theroundchapel.org.uk](mailto:manager@theroundchapel.org.uk).

## Applicant Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | | |
| **First name** |  | | |
| **Address** |  | | |
| **Postcode** |  | | |
| **Email address** |  | | |
| **Telephone number (day)** |  | **Telephone number (evening)** |  |

|  |  |
| --- | --- |
| How did you hear of this vacancy? |  |

*When completing this form in Word, please add extra lines or expand boxes as appropriate to create the additional space needed to provide full answers.*

## Paid Work

List your paid work below starting with your most recent job. Please state if full-time or part-time.

| **Name and Address of Employer** | **Job Title and Duties (brief)** | **Dates** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Unpaid Work

Please list any activities which you feel are relevant to the job, e.g. involvement in church, community groups, trade unions, clubs or societies, etc.

| **Organisation/Activity** | **Post Held** | **Dates** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

## Education, Training, Skills, Qualifications

Please list the place and dates of any courses followed, exams passed, etc.

| **Dates** | **Qualification/Institute/Location** | **Training/Subject** | **Level/Grade** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Personal Statement.

|  |
| --- |
| Please refer to the **person specification on the job description** to explain which of your qualities make you a good candidate for this job. Give examples of how you have used these qualities – we are looking for evidence not just assertion. Please continue on a separate page if necessary. |
|  |

## References

Please give **two** references, one of which must be your most recent employer.

*Note: we will take up references for short-listed candidates in advance of interviews unless asked not to do so.*

|  |  |  |
| --- | --- | --- |
| **Reference 1:** | **Name** |  |
|  | **Role / relationship** |  |
|  | **Address** |  |
|  | **Email** |  |
|  | **Telephone** |  |

|  |  |  |
| --- | --- | --- |
| **Reference 2:** | **Name** |  |
|  | **Role / relationship** |  |
|  | **Address** |  |
|  | **Email** |  |
|  | **Telephone** |  |

## Declarations

|  |
| --- |
| Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)? If yes, please give full details: |
|  |

|  |  |
| --- | --- |
| How much notice are you required to give to your current employer? |  |
| Do you have the right to take up employment in the UK? Y/N |  |

*Please sign the undertaking below that everything you have stated in your application is true, complete and accurate, and that you have personally completed the form and any attachments.*

I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.

I understand that these details will be held in confidence, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** *[[1]](#footnote-1)* |  | **Date:** |  |

1. When emailing your application form, do not worry about including your signature at this stage. If you are shortlisted, we will ask you to sign a hard copy of your application form as part of the interview process. [↑](#footnote-ref-1)