****

**Employment Application**

**Adminstrator**

**Closing date for applications is 5pm Monday 7th June 2021**

Please return by e-mail to: info@every-life-matters.org.uk

We expect this application form to be typed and completed in MS Word or other compatible software. If, however you need to handwrite the application please contact us for an alternative form.

**Please do not attach/send CV’s or any other additional information with your completed application.**

**Section 1 – Personal Details**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **E-mail Address** |  |
| **Mobile Number** |  |
| **Home Number** |  |

Declaration

I confirm that to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent contract of employment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature**  | *(Please type your full name or insert digital signature)* | **Date** |  |

**Section 2 – Education and Training**

Please give details of your educational qualifications and experience, including subjects taken and short courses where appropriate.

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Education Provider** | **Date Achieved** | **Grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Please add additional rows if required |  |  |  |

|  |
| --- |
| **Please give details of other non-formal education, short courses and training relevant to the post** |
|  |

**Section 3 – Current and Previous Employment**

Please give details of your current and previous employment history, including relevant voluntary experience. Please provide information about any significant gaps in your employment history.

Current Employment

|  |
| --- |
| **Current, or most recent, employer** |
| Name of Employer | Job Title and brief description of responsibilities |
|  |  |
| Date Employed (Mont/Year) |  | Leaving date (Month/Year) |  |
| Current Salary |  | Notice Period Required |  |

Previous Employment

|  |  |  |
| --- | --- | --- |
| **Employer** | **Job Title, Brief summary of responsibilities and Reason for leaving post**Please indicate reasons for any significant gaps in employment history | **Employment Dates****(Month/Year)** |
| **From** | **To** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Please add additional rows if required |  |  |

Other relevant experience

|  |
| --- |
| **Please give details of volunteering activity or other non-paid work relevant to the role applied for** |
|  |

**Section 4 – Personal Statements**

Reasons for Applying

The information supplied here by you plays a significant part in the initial comparison of applicants and it is very important that you should complete this section in detail.

|  |
| --- |
| **Please describe your reasons for applying to this post (Maximum 400 words)** |
|  |

Person Specification

In order to fully assess your application we require that you give examples, in the boxes below, of relevant skills, experience and knowledge that demonstrate how you meet each person specification for the post. **Please bullet point your responses and use as much space as you need to show us you meet each criteria.**

|  |
| --- |
| **Administrator** |
| **No** | **Criteria** | **Essential** | **Desirable** |
| 1 | Proven experience of administration roles or similar | E |  |
|  |
| 2 | Experience of working within the charity or mental health sector |  | D |
|  |
| 3 | Excellent IT skills including MS Office and Database/CRMs | E |  |
|  |
| 4 | Experience of website management (WordPress) and Social Media |  | D |
|  |
| 5 | .Direct experience of project support & organising/co-ordinating events |  | D |
|  |
| 6 | Experience working within mental health and/or suicide prevention |  | D |
|  |
| 7 | Excellent written and verbal communication skills and keen attention to detail | E |  |
|  |
| 8 | Able to demonstrate high levels of resilience in pressurised situations, the ability to self-monitor, and to work under your own initiative. | E |  |
|  |
| 9 | Ability to communicate with a variety of people in a friendly, professional and confident manner | E |  |
|  |
| 10 | .Ability to work effectively as part of a team | E |  |
|  |
| 11 | Commitment to flexible working including occasional evenings or weekends  | E |  |
|  |
| 12 | Have full driving licence, access to own car and able to travel across Cumbria | E |  |
|  |

**Section 5 – Additional Information**

This section will be detached and will not be seen by the selection panel. It will only be used where the selection panel have decided to make an offer of employment.

|  |  |
| --- | --- |
| **How did you find out about this post?** |  |

Criminal Records

As part of its equal opportunities policy, Every Life Matters wishes to ensure that it does not discriminate against ex-offenders. However, your attention is drawn to the fact that the post you are applying for is excluded from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975). Therefore, you must disclose information about any convictions which for other purposes are ‘spent’ under the provisions of the Act. All applicants are subject to an enhanced level of Disclosure check by the Criminal Records Bureau.

|  |  |
| --- | --- |
| **Have you ever been convicted of a criminal offence?** Please delete as appropriate  | **Yes / No** |

If your answer was yes, please give details of date(s) of offences(s), nature of offence(s) and sentence(s) passed:

|  |
| --- |
|  |

Eligibility to work in the UK & Ireland.

You must bring the original documentation if invited to an interview as evidence of your entitlement to work in this country. Failure to do so will invalidate your application.

|  |  |
| --- | --- |
| **UK National Insurance Number**  |  |

Data protection statement

The information that you provide on this form and within your CV will be used to process your application for employment. We process this information in line with our job applicant privacy policy. If you succeed in your application for employment, the information will be used in the administration of your employment with us.

Further details on the processing of your data at this stage will be provided to you on offer of employment. By signing this application form we will be assuming that you agree to the processing of your personal data (as described above), in accordance with our registration with the Information Commissioner’s Office. If you would like further information, please read our [applicant privacy policy](http://www.tpt.org.uk/careers/privacy-notice-for-applicants).

 Tick the box to acknowledge your understanding of, and agreement with, the Data Protection Statement and Declaration above.

**Section 6 – References**

This section will be detached and will not be seen by the selection panel. It will only be used where the selection panel have decided to make an offer of employment.

Referees

Please give the names, postal and e-mail address of two referees, who should not be related to you and one of whom should be your present or most recent employer or supervisor (where applicable). Referees will not be taken up until an offer of employment has been made.

We will only take up references once the applicant has been made a conditional offer of employment.

|  |  |  |
| --- | --- | --- |
|  | **Referee One** (Current Employer) | **Referee Two** |
| Name |  |  |
| Organisation |  |  |
| Position |  |  |
| Relationship to you |  |  |
| E-mail Address |  |  |
| Telephone |  |  |
| Address |  |  |
|  |  |  |