****

**Employment Application**

**Project Administrator**

**Closing date for applications is 5pm Friday 8th September 2023**

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

We require 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** |  |

Working Days

|  |  |
| --- | --- |
| This post is flexible, and as the area of work will be spread across a team of staff, the post would be suited to someone wanting to commit between **3 to 4 days per week**. We are looking for the right person rather than someone to fill a particular time slot. **Please indicate in the box what your preferred numbers of working days per week would be.** |  |

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 Statement**

Reasons for Applying

|  |
| --- |
| **Please describe your reasons for applying to this post and what particular skills and experience you will bring to our Team (Maximum 500 words)** |
|  |

**Section 5 – Person Specification**

In order to fully assess your application, we ask that you give examples, in the boxes below, of relevant skills, experience and knowledge that demonstrate how you meet certain specification for the post. **Please use brief bullet pointed responses to show us you meet each criterion.**

|  |
| --- |
| **Administrator** |
| **No** | **Criteria** | **Essential** | **Desirable** |
| 1 | Proven experience of administration, project support roles or similar | E |  |
|  |
| 2 | Excellent IT skills including MS Office, Database/CRMs and other platforms | E |  |
|  |
| 3 | Excellent verbal/written communication skills and keen attention to detail | E |  |
|  |
| 4 | Able to work under your own initiative and manage your own workload | E |  |
|  |
| 5 | Can communicate with a variety of people in a friendly/professional manner | E |  |
|  |
| 6 | Comfortable talking about mental health and suicide | E |  |
|  |
| 7 | Experience of working within the charity, third or community sector |  | D |
|  |
| 8 | Experience working within mental health and/or suicide prevention sector |  | D |
|  |
| 9 | Personal experience of suicide bereavement/living with thoughts of suicide |  | D |
|  |
| 10 | Able to work flexibly including occasional evenings or weekends  | E |  |
|  |
| 11 | Full driving license, access to own car and able to travel across Cumbria | E |  |
|  |

**Section 6 – 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

Every Life Matters is committed to offering people with criminal records the opportunities to compete for jobs and volunteering placements. As a result, we will only ask you about unspent convictions at the point we offer you a job or volunteering role. Your information will be treated fairly and confidentially and will not automatically exclude you from the role you have applied for. For certain roles, particularly where you would work unsupervised with vulnerable adults or children, or you are supporting our work with schools, we also ask for an enhanced DBS check to be completed. See our [**Recruitment of Ex-offenders Policy**](https://www.every-life-matters.org.uk/wp-content/uploads/2023/05/ELM-Recruitment-of-Ex-offenders-Policy.pdf) for more information.

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[**Privacy Policy**](https://www.every-life-matters.org.uk/privacy-policy/).

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

**Section 7 – 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 |  |  |