A logo for a company

Description automatically generated

A white building with a red door and a cross

Description automatically generated

**Application Form**

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# IMPORTANT INFORMATION FOR APPLICANTS

**Please read through all the information carefully before you start to fill in the application form.**

If you decide to apply for the post, you should fill in the form step by step, noting the points below.

Please:

* refer to the job description and person specification. These documents describe what the job involves and the requirements of the job holder;
* ensure your application contains relevant qualifications and experience as they relate to the person specification;
* give examples to support your evidence against the person specification criteria and describe them. For example: rather than simply saying, “I work well in a team” – try to give an example of when and how you contributed to a team;
* make sure the information given is accurate by checking for errors after you have filled in the form;
* use additional sheets if you need to do so clearly stating to which part of the application form the sheet relates;
* help us monitor the effectiveness of our Equalities Policy by completing the separate Equalities Monitoring form (*completion is entirely voluntary);*
* do not attach a CV as it will not be accepted;
* do not change the application form to PDF;
* ensure your application reaches us before **12 noon of the closing date**. Late applications will not be considered.

Applications should be sent by email to [bellingham@linkinglives.uk](mailto:bellingham@linkinglives.uk) with the subject header **“Administrator Post”**

* Following the closing date, sections **A, B, C and the Equalities Monitoring form** will be removed from all applications by the administrator to maintain anonymity and confidentiality during the selection process.
* Short listed applicants will be contacted and notified with the interview time and format.
* Unsuccessful applicants will be notified by email
* Interviews will be held on Wednesday 4th December at Christ Church United Reformed Church, 15 Bellingham Green, SE6 3HQ

***NB:*** *Please note, should you be short-listed for interview, you will be required to bring your passport or equivalent documentation as outlined by the Home Office and UK Border and Immigration regulations for proof of eligibility to work in the UK. Detailed information on the UK’s immigration categories can be obtained from the UK Border Agency website:*

[http://www.ukba.homeoffice.gov.uk/visa immigration/working/](http://www.ukba.homeoffice.gov.uk/visa%20immigration/working/)

**Section A. Personal Details**

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| --- | --- | --- |
| Please make sure that all parts of the application form are completed. | | |
| **Post applied for** |  | |
| **How did you hear about the post?** |  | |
| **Are you available for the interview on the advertised date?** |  | |
| **Please give the date from which you are available for employment** |  | |
| **Please specify if you need any special arrangements for the interview** |  | |
| **Title** |  | |
| **First name** (Block letters) |  | |
| **Surname** (Block letters) |  | |
| **Address** (Block letters) |  | |
|  | |
|  | |
| **Post Code** |  | |
| **Telephone number** | Home |  |
| Daytime |  |
| Mobile |  |
| **E-mail address** |  | |
| **Immigration Status**  Do you have the legal right to work and live in the UK? **Yes/No**  If yes, please write in any conditions (e.g. end date, Visa type etc.) | | |
| Do you have any Criminal Convictions not “spent” under the Rehabilitation of Offenders Act 1974?  **Yes/No** If yes, please supply further details: | | |

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| --- | --- | --- | --- |
| **For Office use only** | | | |
| Date received |  | | |
| Application reference |  | | |
| Application withdrawn |  | Post Withdrawn |  |
| Shortlisted | Yes  No | Appointed | Yes  No |
| Special requirements at the interview |  | | |
| DBS check required | Yes | | |

**Section B. References**

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| Please give details of two individuals, not related to you, who will provide employment references. **One of these must be your present or most recent employer, or client if you are undertaking consultancy work.** The other should be a person who is able to comment on your ability to perform the role for which you are applying. | |
| Name | Name |
| Position | Position |
| Address | Address |
| Telephone | Telephone |
| Email | Email |
| How is the referee known to you? | How is the referee known to you? |

|  |  |
| --- | --- |
| Please indicate here if you wish to be contacted prior to us approaching your referees. | **Yes/No** |

**Section C. Declaration**

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| **Declaration** |
| 1. I acknowledge that an appointment, if offered will be subject to satisfactory references and a satisfactory enhanced DBS check. 2. I confirm that the information given on this form is correct to the best of my knowledge and belief. I understand that any false information given may disqualify me from taking up employment or result in the termination of my employment. |
| Signed: Date:  Name (please print) : |

**Section D. Application**

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| **1. Education**  List all qualifications achieved e.g, GCSEs, A-Level, Degrees/Diplomas/Professional qualifications etc. **starting with your present or most recent first.** | | | | |
| **From - To**  **Month/year** | | **School/College** | **Examinations**  **Taken** | **Results**  **(expected/awarded)** |
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| --- | --- | --- | --- |
| **2. EMPLOYMENT/ APPOINTMENT HISTORY**  List all employers starting with your present or most recent first. Please account for any gaps in employment. Add more rows as necessary. | | | |
| **Name and Address of Employer** | **Position Held** | **From To**  **Month/Year** | **Reason for Leaving** |
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| **3. OTHER TRAINING/PROFESSIONAL MEMBERSHIP**  List any courses/professional membership you have undertaken, including dates and duration, which did not lead to a qualification and which you feel are relevant to the advertised role. [Maximum 100 words] |
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| **4. SUITABILITY FOR THE POST**  **The next sections** require you to link your answers to the Job Description and specifically to the Person Specification. **It is important that you explain clearly and give examples of how you meet the Person Specification.** We are interested in how your experience, skills, and knowledge relate to the main tasks of the role. The space provided will expand as you type. **Please limit each section to no more than 200 words.** |

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| **4a. Administrative experience** |
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| **4b. Proven ability to respect confidentiality** |
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| **4c. Computer literacy** |
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| **4d. Event Administration** |
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| **4e. Mature interpersonal skills & commitment to equality and diversity** |
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| **4f. Excellent communication skills** |
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| **4g. Sympathy with the ethos of Christ Church** |
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| **5. WHAT ELSE DO YOU WANT TO TELL US?**  **Please add anything you consider to be relevant to support your application for this role, in no more than 100 words.** |
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