St Pauls Advice Centre

Unique Identification Number

APPLICATION FORM
PERSONAL INFORMATION

PLEASE READ THE GUIDANCE NOTES WHEN COMPLETING YOUR APPLICATION

Post Title: **Reception Administrator** Closing Date: **Mon 3/2/2020** at midday

Personal Details

Name:

Address:

Post Code:

Contact details:

Email address:

Telephone (Please provide contact numbers and tick preferred contact method)

Home: ☐

Business: ☐

Mobile: ☐

References

Please indicate two people who can provide references -one of whom should preferably be your present or most recent employer:

Name:	Name:
Address:	Address:
Tel No:	Tel No:
Email:	Email:
Relationship:	Relationship:

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Employment History

Please give details of all jobs held including part time and unpaid work, starting with your current or most recent employer	
Employer:	
Address:	
Job title:	Time held (years/months)
Key Achievements:	
Reason for leaving:	

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Address:	
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Educational, Technical and Professional Qualifications

Educational establishment (name and full address)	Attainment level

Personal Development

Personal Development (include any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable).

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General

Are you eligible to work in the UK?

Are you free to remain and take up employment in the UK? Yes ☐ No ☐

You will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents please see enclosed information.

Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974:

Are there any adjustments that may be required to be made should you be invited for interview?

If so, please state here:

Data Protection Statement

When you apply to work with us, we collect your personal information through your application form, interview or references so we can process your application. We only ask for information that is relevant to the role you're applying for.

We'll collect personal details such as name, address, telephone number and email address, previous job history and experience, qualifications, and any support needs you may have.

We'll also ask for diversity information like your gender, ethnicity and sexual orientation. You don't have to tell us this; we will always give you the option of 'prefer not to say'. If you do, it's always anonymised prior to selection.

By signing the application form you consent to the processing of personal data, (as described above).

Click here for our full Privacy Policy for job applicants.

Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signed: Date: