#

APPLICATION FORM

# Position: 16hr Administrative Assistant

## Please complete all sections in full using black ink or typed.

1. **BACKGROUND**

| Surname: (Block letters) | Forenames: (Please underline name by which you are known) | Title: (Mr/Mrs/Ms etc.) |
| --- | --- | --- |
| Permanent Address: Postcode:  | Address for Correspondence: Postcode:  |
| **Telephone Numbers:**Home: Mobile:  | Office: Email:  |

| Do you hold a driving licence? Yes NoDo you have access to a car? Yes NoDo you have the ability to workflexible hours and locations? Yes No |
| --- |

| Have you been convicted of a criminal offence? Yes NoIf yes, please give details |
| --- |

**2. EDUCATIONAL QUALIFICATIONS**

| **Please give details of educational qualifications, e.g. GCSE, ‘O’ and ‘A’.** |
| --- |
| Examining Board | Examination Year | Subjects | Qualification Level | Grade/result |
|  |  |  |  |  |

| Please give details of any relevant third level qualifications |
| --- |
| University/College | Degree/Diploma | Result | Main Subjects | Date of Award |
|  |  |  |  |  |

| **Please give details of any relevant postgraduate and further qualifications not included above** |
| --- |
| Awarding Body | Type of Qualification | Level of Qualification | Date of Award | Professional Membership Status |
|  |  |  |  |  |

**3. TRAINING AND DEVELOPMENT**

| **Please detail any training/development courses which you believe are relevant to this post and details of qualifications/accreditation acquired.** |
| --- |
| Course | Dates attended | Details of course | Accreditation (if any) |
|  |  |  |  |

# 4. EXPERIENCE

| **Please give details of ALL employment from leaving school including any periods of temporary employment. Please start with most recent employment.**  |
| --- |
| Employer’s name, address and nature of business | Title, reporting relationship and brief description of duties | From | To | Reason for leaving |
|  |  |  |  |  |

**5. JOB CRITERIA**

In each of the following sections please **state clearly how you meet all of the essential criteria** as stated in the personnel specification, giving examples and specifying dates as appropriate. Please include any of the desirable criteria that you also meet.

| **5.1 How does your training, education and qualifications meet the needs of this post?** |
| --- |
|  |

| **5.2 Describe your relevant experience for this post.** |
| --- |
|  |

| **5.3 Outline how your abilities and skills are relevant to this post.**  |
| --- |
|  |

| **5.4 Please refer to ‘Reach Mentoring’s Charter’ document and describe your understanding of ‘ability to work within the Christian ethos of Reach’.**  |
| --- |
|  |

**6. DISABILITY**

(Please note this question is used for the purposes of determining any reasonable adjustments a candidate may require if successful in obtaining this post. Any candidates who declare a disability will be given equal consideration).

| Do you consider you have a disability? | Yes  | No  |
| --- | --- | --- |
| Disability is defined as ‘any physical or mental impairment, which has a substantial and long term effect on a person’s ability to carry out normal day to day activities.’ |
| If your answer is YES please supply details of your disability and any reasonable adjustments you may require if successful in obtaining this post: |

**7. References**

* One from your current/former employer
* One from your church leadership who can comment on your ability to work within the Christian ethos of Reach

| Name:  | Relationship: | Name: | Relationship: |
| --- | --- | --- | --- |
| Address:Postcode:  | Address:Postcode: |
| Telephone Number: | Telephone Number: |
| Email: | Email:  |

**7. DECLARATION**

(Candidates who submit their application by email and who are subsequently invited to interview, will be asked to sign their application at that stage).

| I declare that the information I have supplied above, and any additional information supplied is to the best of my knowledge true and complete.I also understand that only applications containing all the information requested will be considered. I understand that if found to have knowingly given false information or to have wilfully suppressed any material fact that I shall be liable for disqualification or, if appointed, dismissal. |
| --- |
| Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Reach is an equal opportunities employer as stated within our equal opportunities policy which is available upon request.

**Application submission deadline: Friday 21st March, 12.00pm.**

**2nd and 3rd April has been provisionally scheduled for the interviews of successful applicants.**

**Completed applications to be returned either electronically to** **info@reachmentoring.co.uk** **OR by post to:**

**Jonny Hampton**

**Reach Mentoring**

**15 High Street**

**Lurgan**

**BT66 8AA**