# 

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 No  Do you have access to a car? Yes No  Do you have the ability to work  flexible hours and locations? Yes No |
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| Have you been convicted of a criminal offence?  Yes No  If yes, please give details |
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**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?** |
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| **5.2 Describe your relevant experience for this post.** |
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| **5.3 Outline how your abilities and skills are relevant to this post.** |
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| **5.4 Please refer to ‘Reach Mentoring’s Charter’ document and describe your understanding of ‘ability to work within the Christian ethos of Reach’.** |
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|  |

**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**](mailto:info@reachmentoring.co.uk) **OR by post to:**

**Jonny Hampton**

**Reach Mentoring**

**15 High Street**

**Lurgan**

**BT66 8AA**