### Home-Start Barnet, Brent, Enfield & Harrow

**Application Form**

Please read the Guidance Notes at the end before completing this form, because we can only determine your suitability for the position from the information you give in this application. The closing date for this post is **Friday 22nd October, at 9am**. Please return your completed application form to [**admin@homestartbarnet.org**](mailto:admin@homestartbarnet.org)**.**

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| **POSITION APPLIED FOR: Office Administrator** | | |
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| **PERSONAL DETAILS** | | |
| Surname: | | |
| First Names: | | |
| Address & Postcode: | | |
| Home Tel. No: | Work Tel. No:  (if we may contact you at work) | |
| Mobile No: | Email address: | |
|  | | |
| ***This post does not require the use of a vehicle*** |  |  |
| *Do you have access to the use of a vehicle?* | *Yes* | *No* |
| *Do you hold a current driving licence?* | *Yes* | *No* |

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| --- | --- | --- | --- |
| **EDUCATION, JOB RELATED QUALIFICATIONS AND SPECIALISED TRAINING** | | | |
| **EDUCATION - MOST RECENT FIRST** | | | |
| Subjects | Qualification gained | | Date |
|  |  | |  |
| **JOB RELATED QUALIFICATIONS OR TRAINING** | | | |
| Course title, date and qualification achieved, if relevant | | | |
|  | | | |
| **SPECIALISED TRAINING** | | | |
| Course title, date and qualification achieved | | | |
|  | | | |
| **PRESENT OR MOST RECENT JOB** | | | |
| Job Title: | | Employer’s Name and Address | |
| Salary: | |
| Notice Required: | |
| Purpose of Job and Main Tasks: | | | |
| Reason for Leaving: | | | |

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| --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT – MOST RECENT FIRST** | | | |
| Post | Employer | Time in this Role | Reasons for Leaving |
|  |  |  |  |

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| --- |
| Have there been any gaps (of more than two months) in your employment? YES/NO  If yes, please provide details below: |
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| **VOLUNTARY WORK** |
| Please provide details of any voluntary or community work, including work experience you have been involved in and briefly explain what you know about the voluntary sector. |
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| RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE |
| Please use this page to show how you meet the requirements indicated on the person specification. Give details of how you meet the criteria and what evidence you have to show you meet each item. We advise that you structure your statement adopting the key headings of the person specification. See Guidance Notes. |
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| --- | --- |
| **REFERENCES** | |
| Please give the names and addresses of two referees. One must be your current or most recent employer. We will only contact your referees if we offer you the position. Any offer of employment will be subject to suitable references. | |
| Name: | Name: |
| Position: | Position: |
| Relationship: | Relationship: |
| Address and Postcode: | Address and Postcode: |
| Email: | Email: |
| Phone No. | Phone No. |

|  |  |  |
| --- | --- | --- |
| If offered this position, do you intend to continue working in any other capacity? If YES give details: | Yes | No |

|  |  |  |
| --- | --- | --- |
| **ASYLUM AND IMMIGRATION ACT 1996** | | |
| Are you eligible to work in the UK? | Yes | No |

|  |  |  |
| --- | --- | --- |
| **REHABILITATION OF OFFENDERS ACT** | | |
| This post is exempt from the provisions of the Rehabilitation of Offenders Act, 1974. You must therefore disclose any criminal convictions, including spent convictions, suspended sentences and bind over orders | | |
| Have you ever been convicted of a criminal offence? If yes, you may be asked to supply details. | Yes | No |
| This post is subject to Disclosure and Barring checks at enhanced level. | | |

**DECLARATION**

I declare that to the best of my knowledge and belief, all statements contained in this form are correct. I understand that should I make a deliberate misrepresentation any employment offered to me may be terminated. In submitting this information, I agree that my application details may be held securely by Home-Start Barnet.

Signed: Date:

### Applicants with a disability - Information

We want to encourage disabled people to apply for positions within our organisation. We will treat all information in confidence.

The Disability Discrimination Act 1995 defines a disabled person as a ‘person with physical or mental impairment which has substantial and long-term effect on day-to-day activities.’

If you consider yourself to be a disabled person and need any special arrangement to get to the interview, please give us details in the space below and send it with your application form.

|  |
| --- |
| Name: |
| The post you have applied for: |
| Details of special arrangements you will need: |

**GUIDANCE NOTES**

Please read these notes carefully before completing the application form. It is important that you take your time to fill in the application form as fully and accurately as possible. The decision to invite you for interview is based entirely on the information given on the application form.

General Points

* Please complete all parts of the application form and type or use black ink so that when we photocopy the form, it is clear and legible.
* Do not send curriculum vitae, as these will not be considered
* The application pack contains a job description and person specification. The job description lists the duties/main tasks of the post, the person specification lists the knowledge, skills, experience and qualifications needed and the methods used to assess each of these.

Personal Details

* Please be sure to complete the ‘position applied for’ and closing date sections to ensure that you are considered for the right post.
* Give your full name, address, postcode and telephone numbers.
* If this post requires the use of a vehicle, this will be indicated on the application form.
* Where a post is suitable for job sharing, applications will be asked to state if they wish to consider a job share.

Education and Job Related Qualifications

* Give details of your educational qualifications and training, starting with the most recent.
* Include all qualifications, which may be part-time as well as full-time.
* Tell us about any past education and training that you have received as well as any relevant experience/training in your present job.

Present or Most Recent Job

* If you are employed, please give details about your present job.

Previous Employment

* Please give details of all your previous jobs since leaving school/college in date order starting with the most recent. Any gaps in your employment history may need to be explained. Use a separate sheet if necessary – please name and number it.

Voluntary Work

* Many people will have developed relevant skills and knowledge through voluntary work and work experience. You will need to show how you could fit these skills and knowledge into the person specification.
* Think carefully about what you have done in the past, at home, school and leisure, paid or unpaid employment as you may wish to draw on the skills you developed.
* Do not be put off if you have not worked for a long time, think carefully about any experience that you may have gained.

Relevant Skills, Knowledge and Experience

* This is a very important part of your application form as it gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the job description and person specification.
* Give examples to show how or what you have done to meet each area on the person specification. Be specific about your skills and specify your own responsibilities, demonstrate a particular skill rather than simply saying you have it.
* For example, if the person specification asks you to demonstrate an ability to recruit volunteers, you may want to describe what methods/processes you have used to do this, at what level and how successful or effective you were.
* Please name and number any continuation sheets.

References

* Your first referee must be your present employer or if you are not employed at present, your last employer. Please note that we will only take up references if you are offered the post and we may also contact your past employers where it seems necessary.

Asylum and Immigration Act

The law states that you must be entitled to reside and/or work in the United Kingdom. If your application is successful you will be asked to show that you are entitled to work for us. You may be able to meet this request by providing your National Insurance number. In the absence of this we may ask to see your passport or other documentation to show your entitlement to work.

Criminal Convictions

If the vacancy is exempt from the Rehabilitation of Offenders legislation, this will be explained in the application form. If it is, you should tell us about ANY cautions, convictions or bindovers on the application form and tell us if there are proceedings outstanding against you.

If the post is not exempt from the provisions of the legislation, but you have any ‘unspent’ caution, conviction or bind over, you must declare this on the application form.

Having a criminal record does not automatically prevent you from being considered for a job and we will take into account all the necessary details and their relevance to the job. If you are shortlisted, this will be discussed with you at interview.

Finally, check that you have answered all the questions, sign and date the application form, making sure that you send the form to us on time. We will not consider any applications that we receive after the closing date.