



*Charitable Incorporated Organisation no: 1154862*

**JOB APPLICATION FORM**

**POST APPLIED FOR: Office Administrator**

#### PERSONAL DETAILS

| **Full name:** |  |
| --- | --- |
| **Any former names:** |  |
| **National Insurance number:** |  |
| **Home phone:** |  |
| **Mobile phone:** |  |
| **Email:** |  |
| **Address:** |  |

#### **REFERENCES**

| An employment offer will be subject to receipt of references satisfactory to ASSIST Sheffield. Please supply details of **two** work referees. These should **not** include relatives or personal friends. The first reference should be from your present employer, or your most recent employer if you are currently unemployed. References will only be taken for the successful candidate. |
| --- |

| Name: |  | Name: |  |
| --- | --- | --- | --- |
| Job Title: |  | Job Title: |  |
| Address: |  | Address: |  |
| Tel: |  | **Tel:** |  |
| Email: |  | **Email:** |  |

An offer of employment will be conditional and only on receipt of proof of identity and proof of right to work in the UK. Roles that will involve unsupervised client contact will also require a valid DBS check to have been completed.

| Are you required to have a UK work visa/permit? | Yes / No |
| --- | --- |
| If so, do you have a valid work visa/permit? | Yes / No |
| If yes, when does it expire? |  |
| Do you have any current or previous (including spent), convictions, cautions, reprimands, warnings or bind-overs? | Yes / No |
| If yes, please provide details: |  |

#### DECLARATION

*To the best of my knowledge, the information I have supplied in this application is true and correct. I understand that any false statement may disqualify me from employment or render me liable to dismissal.*

| **Print Name:** |  | **Date:** |  |
| --- | --- | --- | --- |

*This electronic form is considered to be as binding as a handwritten signature.*

Thank you for taking the time to complete this application.

Please also remember to complete our Equal Opportunities monitoring form.

Completed Applications should be emailed to: [jobs@assistsheffield.org.uk](mailto:jobs@assistsheffield.org.uk)

Deadline for applications – **9am, Monday 4th March 2024**

Interview Date – **tbc**

Postal applications and CVs will **not** be accepted.

| CURRENT OR MOST RECENT EMPLOYMENT | |
| --- | --- |
| Dates worked from and to: |  |
| **Business/Organisation name:** |  |
| **Address:** |  |
| **Job Title:** |  |
| **Brief description of duties:** |  |
| **Reason for leaving:** |  |

#### SUMMARY OF EARLIER EMPLOYMENT

*Please list, in date order, your previous employment - starting with the most recent first. Please provide an explanation for any periods not in employment or education:*

| **Dates** | **Employer** | **Post Held and Main Duties** | **Reason for leaving** |
| --- | --- | --- | --- |
|  |  |  |  |

| EDUCATION, TRAINING AND OTHER RELEVANT EXPERIENCE |
| --- |
| *Please tell us about your education, training, qualifications or any other experiences that you feel are relevant to the post. Please include any courses that you are currently undertaking.*  *You can include academic or vocational qualifications, training courses, voluntary work, or experience/skills acquired outside of work, including running your home and caring for dependents or family. Please include any dates, where relevant.* |
|  |

#### **ADDITIONAL INFORMATION**

*Please tell us how your own experience, knowledge, skills and abilities, fulfill the requirements set out in the person specification.*

*We would like you to tell us about instances and examples when you have demonstrated the experience, knowledge, skills and abilities we are looking for in this post holder. Experience may have been gained through paid or voluntary work or in the home.*

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