[](http://www.cogwheel.org.uk/)

**ADMINISTRATION & OFFICE MANAGER**

**APPLICATION FORM**

Please complete this form and email to

Closing Date for Applications:

**CONTACT DETAILS**

Surname:

First Name:

Address:

Email:

Contact Phone numbers. *Please indicate convenient times for us to contact you.*

Home:

Work:

Mobile:

**EDUCATION (or attach CV giving this information)**

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| --- |
| *Secondary schools attended with dates and qualifications gained:* |

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| --- |
| *College/University attended with dates and qualifications gained, including post-graduate degrees:* |

|  |
| --- |
| *Other courses/training/membership of professional organisations:* |

**EMPLOYMENT HISTORY (or attach CV giving this information)**

*Starting with the most recent*

|  |  |  |
| --- | --- | --- |
| *Dates from/to* | *Employer  (name & address)* | *Position held and main duties* |
|  |  |  |

**SUITABILITY FOR THE POST**

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| *Please give details of any experience you have that would be pertinent to this position.  (See the job description for the skills and experience we are looking form, and* ***please focus your answer on the role qualities listed)*** *Maximum 750 words, bullet points are acceptable.* |

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| *Why does this position interest you, and what do you think that you could bring to the post?  Maximum 500 words, bullet points are acceptable.* |

**ADDITIONAL INFORMATION**

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| *Please add any additional information, not covered elsewhere which you feel will strengthen your application.* *Maximum 500 words, bullet points are acceptable* |

**REFERENCES**

Please give the name and contact details for two referees who have known you for at least two years. One referee should be your present or most recent employer. They must not be a member of your family and you should state the capacity in which they know you. Please note that we reserve the right to contact any former employer for a reference.

We will not contact referees prior to interviews.

|  |  |  |
| --- | --- | --- |
|  | *Present or most recent employer* | *Second referee* |
| *Name* |  |  |
| *Address* |  |  |
| *Telephone* |  |  |
| *Email* |  |  |
| *Capacity in which they know you* |  |  |

**OTHER REQUIREMENTS**

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| ***Safeguarding******Children, Young People & Vulnerable Adults***  *We are committed to safeguarding and any offer of appointment is subject to satisfactory DBS (Data Barring Service) Enhanced Disclosure Check.*  *Do you have a transferrable DBS certificate?* Yes / No  *Have you ever been ever been prohibited and/or barred from work with  children or young people and vulnerable adults?* Yes / No  *Are you at present (or have you ever been) under investigation by the police  or an employer or other organisation for which you worked for any  offence/misconduct or inappropriate behaviour with children or  young people and vulnerable adults?* Yes / No  *If you have answered ‘yes’ please give full details on a separate sheet  These details will be held separately from the application and treated in the strictest confidence.* |

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| ***Right to work in the UK***  *All applicants called in for a final interview will be asked to produce evidence of their eligibility to work in the UK as well as identification and proof of address.*  *Do you currently have the right to work (paid) in the UK?* Yes / No |

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| --- |
| ***Criminal record***  *You are not required to disclose any conviction considered spent under the Rehabilitation of Offenders Act 1974. Having a conviction will not necessarily be a bar to employment it will depend on the circumstances and the relevance to the post.*  *Do you have any criminal convictions?* Yes / No  *If you have answered ‘yes’ please give full details on a separate sheet These details will be held separately from the application and treated in the strictest confidence.* |