



APPLICATION FOR EMPLOYMENT

JOB TITLE: ADMIN OFFICER - VOLA

APPLICATION PROCEDURE

Please return your completed Application Form and Equality and Diversity Monitoring Form by 12 noon on Tuesday 7 May 2019

Applications received after this deadline will not be included in the assessment process.

Applications are to be returned to:

Email: recruitment@seftoncvcs.org.uk

Post:

Recruitment
Sefton CVS
3rd Floor, North Wing,
Burlington House,
Crosby Road North,
Waterloo
L22 OLG

Sefton Council for Voluntary Service wishes to ensure that comparison between applicants for posts is thorough, fair, and in line with our equal opportunities policy. It is essential therefore that you complete this application form fully as it will be used to assess whether you will be shortlisted for interview.

Please do NOT enclose or refer to a separate C.V. as this does not form part of the assessment process and will automatically be discarded.

Please use black ink or black type when completing this application.

Please complete each section in full. You can expand the boxes where necessary, however the total length of your application must not exceed 13 pages. The font must not be reduced below 10pt

Personal Details

Job Title	
Name	
Home Address	
Phone Number (day)	
Phone Number (evening)	
Email	
If successful, how soon could you take up the post?	
Do you require a work permit to work in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Qualifications *(Academic and /or Professional)*

Awarding Body	Details

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Special Training (Please give details of any training / short courses which you think are relevant to your application.)

Details

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Employment History

*Please provide details of past and present work, **starting with the current or most recent.** This can be paid work, voluntary work, school placements, life experiences, and time spent caring for dependants etc.*

Current / Most Recent Role					
Job Title					
Employer					
Start Date		End Date		Salary / Grade	
Address					
Main Duties / Responsibilities					
Reason for Leaving					

Additional Work Experience

Please provide details of other work, **starting with the current or most recent**. This can be paid work, voluntary work, school placements, life experiences, and time spent caring for dependants etc.

Details Please include details such as Job Title, Employer, and a summary of your main duties and responsibilities	Start date	End date	Reason for Leaving

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References

(Please provide the names and addresses of two people who are willing to give references, one of whom must be your current or latest employer.)

Referee 1

Name	
Job Title	
Relationship	
Address	
Email Address	
Phone Number	

Referee 2

Name	
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Job Title	
Relationship	
Address	
Email Address	
Phone Number	

Please note that referees will only be contacted if you are offered the post.

PERSON SPECIFICATION

Please read the person specification carefully for this post and tell us about your skills & experience in each of the following areas. Expand the boxes and continue on to additional pages if necessary.

Communication Skills

Interpersonal Skills

Organisational Skills

Team Working

Information & Communication Technology

Equal Opportunities

Voluntary Sector

Specific Requirements to this post

Desirable Requirements to this post

Relationships

If you are related to a director, or have a relationship with a director or employee of an appointing organisation, please state the relationship

General

Where did you see this post advertised?

Declaration:

I confirm that the information provided in this application is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

Signature: _____ Date: _____

Sefton CVS shall treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998. After initial assessment, Sefton CVS may keep your contact details on file pending suitable opportunities that may arise in the future. Please tick if you do not wish us to hold your details.

Disability Confident Employer

Sefton CVS have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment, retention and career development of disabled people.



What we mean by disability: The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Guaranteed Interview: The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job.

How to apply: If you feel you are eligible for a guaranteed interview under the Disability Confident scheme, please complete and return the form found at the end of the Job Application document.

Do you require any reasonable adjustments at interview? (delete as appropriate)	Yes/No
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If you answered Yes to the previous question, please give details below:

* Any information you give will be treated in confidence.

Declaration

I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme.

Name	
Date	
Signature	

Any false declaration of disability to obtain an interview will subsequently invalidate any contract of employment.