|  |  |
| --- | --- |
| For Office Use Only | |
| Short listed |  |
| Interview offered |  |



**CHANGES BRISTOL APPLICATION FORM**

When completing the application form, please refer to the enclosed person specification and job description, which is necessary to carry out the job role satisfactorily. The selection process consists of this form and an interview. Do you need any adjustments to be able to participate in this process? If so, please specify.

|  |  |  |
| --- | --- | --- |
| **Position applied for:** | Office Administrator | **Ref:** |

**PERSONAL DETAILS:**

|  |  |  |
| --- | --- | --- |
| **Title:** | **Forenames:** | **Surname:** |
|  |  |  |

|  |  |
| --- | --- |
| **Address:** | |
|  | |
| **Postcode:** | **Email:** |
| **Tel (Home):** | **Tel (Mobile):** |
| **Are you eligible to work in the UK?** | |
| **Do you require a permit to work in this country?** | |
| **How did you learn about this position?** | |

**QUALIFICATIONS:**

|  |  |  |
| --- | --- | --- |
| **Qualification/ Course/ Subject** | **Where** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**TRAINING:**

Details of training or continued professional development relevant to this post (last 2 years only)

|  |  |  |
| --- | --- | --- |
| **Course/ Subject** | **Where** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |

**PAID WORK EXPERIENCE:**

Please list the most recent first

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer Name and Address:** | **Job Title:** | **Main Duties:** | **Reason for leaving:** | **Dates:** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**VOLUNTEER WORK:**

|  |  |  |
| --- | --- | --- |
| **Organisation:** | **Main Duties:** | **Dates:** |
|  |  |  |

**Please explain any gaps in your employment in the box below:**

|  |
| --- |
|  |

|  |
| --- |
| **We have the following questions we would like you to answer. This is your chance to tell us about your knowledge and experience and why you are applying for the role:** |

1. **Changes has a small and dedicated team of staff. It is important for us that we welcome a person with passion. Please tell us what interested you in the role and why you are applying for it:**
2. **Please tell us what particular experience and skills you can bring to this role. Include examples and evidence of how you meet the person specification. Please use additional sheets if required:**

**EQUAL OPPORTUNTIES:**

Changes Bristol has a duty to make reasonable adjustments for individuals with disabilities during the recruitment and selection process. To help us in this please answer the following questions:

|  |
| --- |
| **Do you have a disability or serious illness? If so, please provide details:** |
|  |

|  |
| --- |
| **Are there any special arrangement Changes Bristol should consider taking to assist you in the recruitment process or in the job if you are a successful candidate? Please continue on a separate sheet if necessary.** |
|  |

**DISCIPLINARY:**

|  |
| --- |
| **Have you been subject to any disciplinary action in the past 3 years? If yes, please provide details:** |
|  |

**DISCLOSURE OF CRIMINAL OFFENCES:**

Because of the nature of the work that Changes Bristol is involved with and that our charity primarily deals with vulnerable adults on a day to day basis, all staff members are required by the Rehabilitation Act of 1974 to declare all criminal convictions. Any offer of employment is conditional upon an enhanced Disclosure and Barring Service Check. Please therefore detail any such convictions in the space below.

|  |
| --- |
| **Do you have a criminal conviction? If yes, please provide details:** |
|  |

**REFERENCES:**

Please provide the names and addresses of two referees who are in the position of being able to comment on your abilities and competence to work in the post. One must be your present/ most recent employer. Referees will not be contacted prior to interview.

|  |  |
| --- | --- |
| **Name:** |  |
| **Job Title:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Relationship to you:** |  |

|  |  |
| --- | --- |
| **Name:** |  |
| **Job Title:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Relationship to you:** |  |

**DECLARATION:**

I confirm that the information given above is true and that any false or omitted information could lead to my application being disallowed.

I am willing for this data to be help and processed by Changes Bristol. If you application is unsuccessful the information will be destroyed.

**Signed: Dated:**