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| **For Office Use Only:**  |

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| **Post Applied for:** | **Executive Assistant to the Chief Executive** |

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|  Job Application Form |

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| --- | --- | --- | --- |
| **Closing Date:** | 9am 18 February 2019 | **Interview Date:** | 27 February 2019 |
|  |
| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.** |

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| Section 1 Personal details |

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Name:** |  | **First Name:** |  |

|  |  |
| --- | --- |
| **Address:** |  |
|  |  |
|  |  |
| **Postcode:** |  |

|  |  |
| --- | --- |
| **Contact Telephone Number:** |       |
| **Mobile Telephone Number:** |       |
| **E-mail address:** |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you free to remain and take up employment in the UK with no current immigration restrictions?** | Yes | **[ ]**  | No | [ ]  |
| **If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.** |

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| Section 2 Current or Most Recent Employment |

|  |  |
| --- | --- |
| **Name of Employer:** |  |
| **Address:** |  |
|  |  |
|  |  |
| **Postcode:** |  |

|  |  |
| --- | --- |
| **Post Title:** |  |

|  |  |
| --- | --- |
| **Start date:** |  |

|  |
| --- |
| **Brief description of duties:** |
|       |

|  |  |
| --- | --- |
| **Period of Notice (if applicable):** |       |

|  |  |
| --- | --- |
| **Leaving Date (if applicable):** |       |

|  |  |
| --- | --- |
| **Reason for leaving (if applicable):** |       |

|  |
| --- |
| £      per annum pro rata (if applicable) |

**Current salary:**

|  |
| --- |
| Section 3 Previous Employment (Most recent first) |
| Please give details of paid and any relevant unpaid volunteer roles. |
| **Name of Employer:** |       |
| **Address:** |       |
|  |       |
|  |       | Postcode |       |

|  |  |
| --- | --- |
| **Position Held:** |       |

|  |  |
| --- | --- |
| **Dates worked:** |  |
| **Brief description of duties:** |
|       |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |

|  |  |
| --- | --- |
| **Name of Employer:** |       |
| **Address:** |       |
|  |       |
|  |       | Postcode |       |

|  |  |
| --- | --- |
| **Position Held:** |       |

|  |  |
| --- | --- |
| **Dates worked:** |  |
| **Brief description of duties:** |
|       |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |

|  |  |
| --- | --- |
| **Name of Employer:** |       |
| **Address:** |       |
|  |       |
|  |       | Postcode |       |

|  |  |
| --- | --- |
| **Position Held:** |       |

|  |  |
| --- | --- |
| **Dates worked:** |  |
| **Brief description of duties:** |
|       |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |

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| --- |
| Continue on a separate sheet if necessary |

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| Section 4 Education and Training |
| Please give details of any qualifications obtained from Universities, Colleges and Schools and training courses which are relevant to your application, in chronological order starting with the most recent. |

|  |  |  |
| --- | --- | --- |
| **University/College/School/Other**  | **Course**  | **Qualifications and Grades Obtained and Dates** |
|       |       |       |
| **Title of Training Programme or Course and qualification if any** | **Duration and Dates** |
|       |       |
| Continue on a separate sheet if necessary |

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| Section 5 Personal Statement |
| **Abilities, skills, knowledge and experience.**Using the **Person Specification/key competencies** section of the Job Description as a guide, please outline how your experience, skills and achievements are relevant to this post. Please limit your answer to no more than 2 sides of A4. |
|       |
| Continue on a separate sheet if necessary |

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| **Section 6 Protecting Vulnerable Adults**  |
| Action Foundation works with vulnerable adults. In seeking to safeguard them, staff are required to have Disclosure and Barring Service checks to ensure their suitability for this post. |
| **Do you have any convictions** | Yes | [ ]  | No | [ ]  |
| **Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?****If you have answered yes to either of the questions above please give details below:** | Yes | [ ]  | No | [ ]  |
|  |

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| **Section 7 Disability Discrimination Act** |
| This Act protects people with disabilities from unlawful discrimination. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities. |
| **Do you have a disability which is relevant to your application?** | Yes | **[ ]**  | No | **[ ]**  |
| **If yes, please give details:** |
|  |
| **We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.** |
| **Do we need to make any specific arrangements in order for you to attend the interview?** | Yes | **[ ]**  | No | [ ]  |
| **If yes, please give details:** |
|  |

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| **Section 8 References** |
| Please give the names and addresses of two referees; one should be your most recent employer if applicable. Please do not give members of your family.  |
| **Reference 1** |  | **Reference 2** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |       | **Name:** |       |
| **Position:** |       | **Position:** |       |
| **Relationship:** |       | **Relationship:** |       |
| **Organisation:** |       | **Organisation:** |       |
| **Address:** |       | **Address:** |       |
|  |       |  |       |
|  |       |  |       |
|  | **Postcode** |       |  | **Postcode** |       |

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| --- | --- | --- | --- |
| **Telephone:** |       | **Telephone:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **Email:** |       | **Email:** |       |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you willing for this referee to be approached prior to the interview? | Yes | **[ ]**  | No | **[ ]**  | Are you willing for this referee to be approached prior to the interview? | Yes | **[ ]**  | No | **[ ]**  |
| **Section 9 Declaration** |
| Statement to be Signed by the ApplicantAll the information given by me on this form is correct to the best of my knowledge. |
| **Signed:** |  | **Date:** |  |
|  |  |  |  |
| R E T U R N I N G T H I S F O R M |
| **Please return the completed application to: Recruitment (SSW), Action Foundation, The CastleGate, Melbourne Street, Newcastle NE1 2JQ****Or e-mail to** recruitment@actionfoundation.org.uk (preferably as a pdf) by 9am 18 February 2019 |

|  |
| --- |
| **Recruitment Monitoring Form** |

Action Foundation is committed to ensuring that access to its services and opportunities for employment and volunteering is available to all sectors of the community. To do this, and to monitor the effectiveness of our equal opportunities policy and practice, the organisation needs relevant information about its current and prospective users.

We would therefore be very grateful if you would complete this form. Please note:

 - the information you give is strictly confidential and will not influence your application

 - the completion of the form or any part of it is entirely voluntary

 - the questions are entirely about how you classify yourself

**A.** Where did you first hear about this post?

**B.** What sex are you?  Male  Female

**C.** How would you describe your racial group / nationality?

**D**. Do you practice / believe a particular religion / faith?  Yes  No

 If yes which religion / faith?

**E.** Do you consider yourself to have a disability?  Yes  No

**F.** What is your age bracket?

 Under 16  16-25  26-35  36-45  46-55  56-65  Over 65

**G.** Are you:

 Employed (Full-time)  Employed (Part-time)  Unemployed

 Retired  Student

# THANK YOU FOR COMPLETING THIS FORM