Application for Employment

CONFIDENTIAL

If you require this application in another format please contact us or if your application form is presented in alternative format please mention this in your supporting information.

**Completed Application Forms should be sent for the attention of Emma Larkinson:**

By email to [e.larkinson@craftspace.co.uk](mailto:e.larkinson@craftspace.co.uk).

Or by post to Craftspace, Unit 15, Highgate Craft Centre, 8 Highgate Square Birmingham B12 0DU

**The deadline for receipt of completed application forms is 9.00am on Wednesday 16th June.**

Please complete the equal opportunities form either online [here](https://forms.office.com/r/xTWwT4EEWw) *OR* download from the website [here](https://craftspace.co.uk/about/team/) and return as a separate document with your application form. Leave Q.1 blank and enter Administrative Assistant Applicant in Q.2.

**Application Checklist**

I confirm that I have completed the following:

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|  | Application form |
|  | Equal opportunities form |
|  | Told us about your availability for interview (see below) |

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| Position Applied For |
| Job Title: Administrative Assistant |
| Where did you see this job advertised? (please be specific) |
| **Are you applying for this post as a jobshare? If so please provide us with the name of your job share partner.** |
| Personal Details |
| Name: **Address:**  **Telephone (Daytime**):  **Telephone (Evening**):  **Mobile**:  **Email**: |
| What notice period are you required to give to your present employer? |
| If selected for interview, can you attend on Tuesday 6th of August? At present we are planning for these to be at our office if Covid restrictions allow. If this is not possible they will be conducted by video call.YES/NO (please circle or delete as appropriate) |
| **Are there any restrictions on your continued residence or employment in the UK? Please answer yes/no.** If yes, please give details: |

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| Present (or most recent) employment |
| **Name of Employer:**  **Job Title**:  **Current Salary:**  **Date of joining**:  **Reason for leaving/seeking new employment?** |
| **What were the main responsibilities of your job/most recent employment:**  (continue on separate sheet if necessary but no more than one side of A4) |

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| Previous Employment |
| (Please start with the most recent and work backwards, continuing on a separate sheet if necessary)  **Position held:**  **Dates: from to**  **Name and address of employer:**  **Please give brief description of duties:**  **Reason for leaving:** |
| **Position held:**  **Dates:** **from** **to**  **Name and address of employer:**  **Please give brief description of duties:**  **Reason for leaving:** |

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| Education, Training and Qualifications | | |
| Please list in date order, starting with the most recent, the formal education and relevant training or courses you have undertaken (continue on separate sheet if required) | | |
| **Establishment** | **Subject** | **Qualifications/Grades Obtained** |
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| **Courses or Training attended** | | |
| **Establishment** | **Subject** | **Qualifications achieved** |
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| **Other skills or relevant experience (including membership of professional bodies and committees/groups):** | | |

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| Interests and Leisure Activities |
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Occasionally we use freelance workers to carry out research and manage projects. If you would like your contact details to be added to our database to receive information and opportunities, please note this below.

**Yes/No**

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| **Using the job description and person specification as a guide, please explain briefly what skills and experience you have that are relevant to this position and what you think you can bring to the organisation. This is your opportunity to demonstrate how your past experience and your knowledge and skills make you the strongest candidate for the post. (You may continue on a separate sheet if necessary but do not submit more than one additional side of A4 ).** |
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| References |
| Please give the names and contact details of two referees whom we can contact to provide information in support of your application. One of these should be your current manager: if you are not in employment, please supply the name of your most recent employer or an academic reference (e.g. tutor or teacher).  If selected for interview, references may be sought prior to interview. Please indicate whether references may be taken in advance of interview by ticking this box □ |
| **Referee One**  **Name:**  **Position & Organisation:**  **Address:**  **Telephone**:  **Mobile:**  **Email Address**:  **Relationship to you**:  **Job held by you, and dates:** |
| **Referee Two**  **Name:**  **Position & Organisation:**  **Address:**  **Telephone**:  **Mobile:**  **Email Address**:  **Relationship to you**:  **Job held by you, and dates:** |

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| I confirm that to the best of my knowledge and belief, the information I have given in support of my application is correct, and I understand that any misleading statement or deliberate omission may result in my dismissal.  I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1998, involved in the consideration of this application.  **Signed**: **Date:** |

### REHABILITATION OF OFFENDERS ACT 1974

### The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

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| Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are **not** 'spent' by virtue of the Rehabilitation of Offenders Act 1974.  Have you been convicted of a criminal offence, which is not spent, as defined in the above Act?  YES ❑ NO ❑  If yes, please give details of date(s), offence(s) and sentence(s) passed:  The Rehabilitation of Offenders Act does not apply to certain specified professions, nor does it apply to posts which involve contact with children, young people or vulnerable adults. In any of these cases you should state all past convictions, including any that are spent, giving details of date(s), offence(s) and sentence(s) passed:  As we are a very small team, all posts at Craftspace may come into contact with either children or vulnerable adults. Please also confirm that you are not listed on either of the following (as appropriate):  ❑ I confirm that I am not listed on the children’s barred list.  ❑ I confirm that I am not listed on the adults' barred list.  AND  ❑ I declare that I have no past convictions, cautions or bind-overs and no pending cases affecting why I might be considered unsuitable to work with children/vulnerable adults. |

**Thank you for applying.**