**Winton House, Stoke Road, Stoke on Trent, ST4 2RW**

 **Tel/Fax: 01782 845584 E Mail:**  candice.grigg@asist.co.uk

Registered Charity No. 1048075 Company registered in England No. 3068125

Registered Office: Winton House, Stoke Road, Stoke-on-Trent, ST4 2RW

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| **Position applied for:** |
| Job title | Administrator |
| Office | Stoke |

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| **Personal information:** |
| First name(s) |  |
| Last name |  |
| Address |  |
| Postcode |  |
| Home Tel No. |  |
| Work Tel No. |  |
| Mobile Tel No. |  |
| Email: |  |
| May we contact you at work? | Yes / No |
| Do you hold a valid driver’s licence? | Yes / No |

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| Please tell us about yourself and how your experience, skills and knowledge meet the person specification(found in the Job Pack). |
| **About me:** |
| It is essential that you complete this section in full. **(if this section isn’t completed you will not be shortlisted for an interview)** |

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| **Career history:** |
| Please include your current / previous employment including job training schemes, voluntary work, community activities, school placements, time caring for dependants etc. Please complete below or attach your CV. |
| **Employer’s name and address and type of business.** | **State position held and outline briefly the nature of the work and your responsibilities.** |
|  |  |
| Dates: | From:  | To:  |
| Reasons for leaving:  |
|  |  |
| Dates: | From:  | To:  |
| Reasons for leaving:  |
|  |  |
| Dates: | From:  | To:  |
| Reasons for leaving:  |

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| **Career history continued:** |
| **Employer’s name and address and type of business.** | **State position held and outline briefly the nature of the work and your responsibilities.** |
|  |  |
| Dates: | From:  | To:  |
| Reasons for leaving:  |
|  |  |
| Dates: | From:  | To:  |
| Reasons for leaving: |
|  |  |
| Dates: | From:  | To:  |
| Reasons for leaving:  |

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| **Educational History:** |
| Please give details of educational qualifications you have obtained from school, college, university and/ or work based training. |
| Subject | Level | Grade |
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| **Professional development:** |
| Please give details of any professional qualifications, including membership of any professional bodies and any job-related training that you have undertaken. |
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| Criminal convictions:  |

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| Have you had any previous convictions not regarded as spent under the Rehabilitation of Offenders Act 1974?  | Yes / No |
| If YES please provide details of the offence and the date of conviction. |

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| Having a criminal record will not necessarily bar you from working for Asist – much will depend on the type of job you have applied for and the background and circumstances of your offence. **An offer of employment will be subject to an enhanced DBS check.** |

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| **References:** |
| Please provide the names, addresses, telephone numbers and email addresses of two people who may be approached for references. One of these **should** be your present or most recent employer, the other could be someone who knows you in a work related, voluntary or academic capacity (not friend or family member). Both referees should be able to comment on your suitability for the post applied for. References will only be taken up for successful candidates following interview. |
| **Referee 1** |  |
| **Name** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone** |  |
| **Email** |  |
| In which context does this referee know you? |  |
| **Referee 2** |  |
| **Name** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone** |  |
| **Email** |  |
| In which context does this referee know you? |  |

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| **Attachments:** |
| Have you attached any separate sheets or documents? | Yes/No | If yes how many? |  |

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| **Entitlement to work in the UK:** |
| A job offer will be subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK if you are successful and an offer of employment is made**.** |

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| Declaration: |
| Data Protection Statement: I consent to this information being processed and stored for the purpose of recruitment and selection at Asist, and if appointed, for the purposes of employment at Asist.I confirm that to the best of my knowledge, the information I have provided on this application form is true and correct. I understand that if appointed on the basis of false information contained in this form, I may be summarily dismissed.  |
| **If you are sending your application form by e-mail, please mark this box** [x] **(as a substitute for your signature) to confirm that you agree to the above declaration.**  |
| Signed:  | Dated:  |

Please return this form to:

candice.grigg@asist.co.uk

or Asist, Winton House, Stoke Road, Stoke-on-Trent, Staffordshire, ST4 2RW

Asist is committed to interviewing all applicants with a

disability who meet the minimum criteria for this position.

Could you please let us know if you require any adjustments in order to attend for an interview*.*