**APPLICATION FOR EMPLOYMENT**

**Post Applied for:** Administrative Assistant

**Location of Post:** Preston Street, Faversham or Home Based

**Hours:** Annualised hours are 832 per annum, to be worked flexibly as agreed with the Office Manager (16 hours a week). In an annual hours system an employee works a certain number of hours over the whole year, but with a certain degree of flexibility about when those hours are worked.

**Salary:** £8,106 for 16 hours or £9.74 an hour (£19,000 pro-rata of full-time equivalent)

**Closing Date:** 8am 24th June

**Please return application form to:** [**info@LDEngland.org.uk**](mailto:info@LDEngland.org.uk)

*Unfortunately, we will only be able to contact shortlisted candidates due to the anticipated high volume of applicants.*

**SECTION A: YOUR EXPERIENCE AND EMPLOYMENT HISTORY**

**Experience**

In this section we need you to give us specific information in support of your application and tell us why you think you are the best candidate for the role. **Please refer to the PERSON SPECIFICATION (towards the end of this document) to see what we are looking for in your answers and demonstrate how your skills, knowledge and experience meet the criteria.**

**PERSONAL STATEMENT**

**WHY I WANT TO DO THIS JOB**

**Please explain why you’re applying for this job and why you’d like to work with LDE. Please write in plain English. This means writing clearly, without using complicated language or jargon.**

**Employment History**

Please provide a complete record of employment starting with the most recent. Include voluntary work and any other relevant experience. Please continue on a separate sheet, clearly labelled, if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Organisation** | **Position/Job Title** | **Dates** | |
| **From** | **To** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Education and Qualifications**

**Please continue on a separate sheet, clearly labelled, if necessary.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of School/College/University** | **Dates of Attendance** | | **Course Title and Level** | **Result/ Grade** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Training**

Please tell us about any training that you have undertaken that may be relevant to the role.

|  |  |  |
| --- | --- | --- |
| **Course Title/Topic** | **Duration** | **Date of Course** |
|  |  |  |

**SECTION B**

**YOUR PERSONAL INFORMATION**

The information in this section will not be used in the shortlisting process. For interview relevant information will be sent to the recruiting manager. At no point will your equal opportunities information be disclosed.

**Personal information**

**Surname** **Ms/Mr/Mrs/**

**Miss/Other**

**Other Names Date of**

**Birth**

**Address Contact**

**Tel no:**

**National**

**Insurance**

**Number**

**Email**

**Referees**

**Learning Disability England asks for 2 references. One should be your current or most recent employer. The second should preferably be a previous employer but may be a character reference. A character reference may be supplied by someone who knows you well and for more than 3 years, and is not a friend or member of your family.**

**We will also contact one of the referees you supply by telephone if you are successful in being offered the position.**

|  |  |  |
| --- | --- | --- |
| **1.** | **Name of Referee** |  |
| **Position** |  |
| **e-mail address** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone Number** |  |
| **Relationship to referee?** |  |
| **2.** | **Name of Referee** |  |
| **Position** |  |
| **e-mail address** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone Number** |  |
| **Relationship to referee?** |  |

**Convictions**

The post of which you are applying is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions [Amendments] Order 1986). It is a condition of appointment that all convictions and cautions are disclosed (spent and unspent, including driving disqualifications) and in this respect checks will be made by Learning Disability England who will apply for a Standard or Enhanced Disclosure Check (relevant to the post) by using the Disclosure and Barring Service (DBS).

Learning Disability England complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Failure to disclose such information will be regarded as grounds for dismissal if you are appointed. Having a criminal record will not necessarily bar you from employment.

Have you ever been convicted of a criminal offence? If so, please give details. If you do not have any convictions or cautions please state below, “I have no convictions or cautions”.

**Asylum and Immigration Act 1996**

Under the Asylum and Immigration Act, we have a legal obligation to ensure that all staff have the right to work in the UK. Therefore any offer of employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

I confirm that I am entitled to live and work in the United Kingdom. **Y//N?**

**Declaration**

I understand that, to the best of my knowledge, all the information given by me on this application form, including the medical information, is complete and true, I understand that, if I have made any false statement or have deliberately omitted any information or if any information I have given is misleading in any way, this may be sufficient cause for the rejection of my application or, if I am already employed by Learning Disability England, for dismissal without notice.

**SIGNATURE:** **DATE:**

**Please type in your name if completing the form electronically. You will be requested to sign a copy of your application if invited for the first round of interviews.**

Data Protection Act – The information contained in this application form will be used by Learning Disability England for the purpose of processing your application, assessing your performance in the future (should your application be successful) and monitoring the efficiency of our recruitment and other employment processes.