

**Job Application Form**

Application for the post of: Administrator and Community Support

Please complete this form and return to:

**Director,**

**Pagoda Arts, Henry Street,**

**Liverpool, L1 5BU**

Or email: [info@pagodaarts.org.uk](mailto:info@pagodaarts.org.uk)

You can attach a CV to this application, however, relevant experience should be detailed in section 5.

The closing date for this application Is: 12pm Friday, 10th May 2019

Interview to take place: 16th May 2019

**1. PERSONAL INFORMATION**

Full name

Address

Post Code

Mobile

Home phone

Work phone

Email

**2. EDUCATION AND QUALIFICATIONS**

Please detail all qualifications obtained and any courses you are studying currently

|  |  |  |
| --- | --- | --- |
| Dates | School/College/University | Qualifications |
|  |  |  |

Please give details of any other work related training or additional qualifications that you have undertaken

|  |  |  |
| --- | --- | --- |
| Dates | Course | Relevant Details |
|  |  |  |

|  |
| --- |
| Current membership of professional bodies (Membership level and date obtained) |
|  |

**3. CURRENT OR MOST RECENT EMPLOYER**

Job Title

Name & address of employer

Dates employed

May we contact at work? **YES/ NO/ NA**

Salary

Reason for leaving (if applicable)

Please give a brief outline of your main responsibilities

**4. EMPLOYment history**

Dates of Employment

Reason for Leaving

Position Held

Employer’s Name

4. PREVIOUS EMPLOYMENT

**5. SUPPORTING STATEMENT**

Using the space below:

With reference to the job description and person specification, please use this space to tell us your reasons for applying for this post; how your experience and skills support your application and anything else you believe is relevant. You should demonstrate clearly how and to what extent you meet each element of the specification.

**(Please continue on additional sheets if necessary)**

**6. ADDITIONAL INFORMATION**

**HEALTH DETAILS** Please list absences from work in the past 12 months citing reasons

**IMMIGRATION** In order to comply with the Immigration Act 2006 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. Do you require a work permit to work in the UK? (UK, EU & EEA citizens do not require work permits)

**YES/NO** If YES, please give details-

**CRIMINAL RECORD** *(Delete if inappropriate)* Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974?

**YES/NO**

**CRIMINAL RECORDS BUREAU** As an organisation that works with vulnerable people and children, we are required to make enhanced checks with the Criminal Records Bureau.

Please indicate whether you would be happy to comply with this

**YES/ NO**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Do you hold an EU Passport? YES/NO**  If not by which country was your Passport issued?  ……………………………………………………………  **Do you require a work permit? YES/NO**    If yes, when does your permit expire?  …………………………………………………………….  **Do you have a valid EU driving licence? YES/NO** | National Insurance No:   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | |

**Where did you see this post advertised or how did you hear about the post?**

………………………………………………

**7. REFERENCES**

Name

Name

Job title

Job title

Name of organisation

Name of organisation

Address

Address

Contact Tel

Email

Please state if you do NOT wish either referee to be contacted before interview

Relationship to applicant

Contact Tel

Email

Relationship to applicant

**Data Protection Act**

The Pagoda Arts will process all data in compliance with the provisions of the Data Protection Act 1998. Please sign below to give your explicit consent that the information you give on this form may be processed in accordance with the Pagoda Arts’ registration under the Data Protection Act 1998.

**DECLARATION**

I declare that the information contained in this application is complete and correct. I understand that if I have knowingly provided false information or withheld relevant details, this could lead to disqualification from appointment or dismissal without notice.

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Signed ……………………………………………

Dated……………………………………………..

