Bute Advice Centre

2021 Administrator Post

Contract Title:	Administrator
Please tell us how you heard about this vacancy:	

1. Personal details

Last Name: _____ First Name: _____

Address: _____

_____

_____

Postcode: _____

Home Telephone No. _____ Daytime Contact No. _____

E-mail address: _____

National Insurance No. | | | | | | | | | |

Are you free to remain and take up self-employed contracts in the UK? Yes ☐ No ☐

<u>Driving Licence</u> (if relevant to post applied for)

Do you hold a full, clean driving licence valid in the UK? Yes ☐ No ☐

If no, please give details below

<u>Convictions/ Disqualifications</u>

Upon offer of employment we reserve the right to request a Criminal Records Bureau Disclosure at Standard level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions.

School (11+)	Study Dates	Qualification and Grade	Date Obtained
College/University	Study Dates	Qualification and Grade	Date Obtained
Ongoing Professional Development	Study Dates	Qualification and Grade	Date Obtained

Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974:

2. Education/Qualifications/Skills

Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

Current Membership of any Professional Body/Organisation
Please give details:

3. Employment History

Previous Employment: Please include any previous experience (paid or unpaid), starting with the most recent first.
Current or most recent employer

Name of Employer:			
Address:			
	Postcode:		
Position Held:			
Date Started:		Reason for leaving:	
Salary on leaving this post:		Notice Period	

Brief description of duties:

Previous employer

Name of Employer:			
Address:			
	Postcode:		
Position Held:			
Date Started:		Reason for leaving:	
Salary on leaving this post:		Notice Period	

Brief description of duties:

4. References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Reference 1	**Reference 2**
Name:	Name:
Job Title:	Job Title:
Organisation:	Organisation:
Address:	Address:
Contact No: Email:	Contact No: Email:
How is this person known to you:	How is this person known to you:
Do you wish to be consulted before this referee is approached: Yes ☐ No ☐	Do you wish to be consulted before this referee is approached: Yes ☐ No ☐

We reserve the right to contact any of your other previous employers within the last three years.

5. Declaration

Statement to be Signed by the Applicant (Candidates selected for interview will normally be notified within four weeks of the closing date.)

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered:

I agree that Bute Advice Centre can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed: **Date:**

An email signature is acceptable.

6. Availability

Holidays Booked:

Minimum notice needed to work:

Do you have any regulations on hours you can work:

Why do you believe you would be suitable for this post: Essential to Complete