**Return completed application form by email to** [**jobs@sobus.org.uk**](mailto:jobs@sobus.org.uk) **and in the subject line of the email write Receptionist/ Administrator Application Form**

**POST APPLIED FOR: Receptionist/ Administrator**

**Deadline for receipt of applications: 12noon, Thursday, 4th May 2017**

**GUIDANCE ON COMPLETING THE APPLICATION**

* Curriculum Vitae (CVs) will **not** be accepted and will not be considered.
* Completed application forms **must** be emailed to [jobs@sobus.org.uk](mailto:jobs@sobus.org.uk) and in the subject line of the email write Receptionist/ Administrator Application Form
* We will only ask you to sign your application if you are offered an interview.
* You **must** complete all sections of the application form as fully as you can. Please address your statement in section 6 to the person specification. Any criteria not addressed may not be assessed and will affect whether you are shortlisted or not.
* You **must** complete the Equality and Diversity Monitoring form by email to [jobs@sobus.org.uk](mailto:jobs@sobus.org.uk) and in the subject line of the email write Receptionist/ Administrator Equality and Diversity Monitoring form.
* Please type your application and return by email

1. **PERSONAL DETAILS:**

|  |  |
| --- | --- |
| **Last Name:** |  |
| **First Name:** |  |
| **Permanent Home Address:** |  |
| **Post Code:** |  |
| **Telephone Contact** |  |
| **Email Contact** |  |

1. **DETAILS OF REFEREES**

Please give the names and addresses of two referees. One referee must be your present employer or your most recent employer if you are currently unemployed. Employment referees should have been in a position of responsibility within the employing organisation(s). If you are unable to provide a second employment referees please give details of someone else who is prepared to provide a reference for you. They must not be related to you, nor can they be a friend.

**1st referee**

|  |  |  |
| --- | --- | --- |
| **Name:** |  | |
| **Position Held:** |  | |
| **Address:** |  | |
| **Post Code:** |  | |
| **Telephone Number** |  | |
| **Email Address** |  | |
| **Relationship to you?** |  | |
| **May we contact them before the interview?** | **YES / NO (delete as appropriate)** | |
| **Dates of employment (if applicable):** | **From:** | **To:** |

**2nd referee**

|  |  |  |
| --- | --- | --- |
| **Name:** |  | |
| **Position Held:** |  | |
| **Address:** |  | |
| **Post Code:** |  | |
| **Telephone Number** |  | |
| **Email Address** |  | |
| **Relationship to you?** |  | |
| **May we contact them before the interview?** | **YES / NO (delete as appropriate)** | |
| **Dates of employment (if applicable):** | **From:** | **To:** |

1. **EMPLOYMENT HISTORY –**

**Please tell us about your current or most recent appointment.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation’s Name:** |  | | |
| **Address:** |  | | |
| **Start Date:** |  | **Leaving Date:** |  |
| **Position Held:** |  | | |
| **Current or final Salary:** |  | **Available from:** |  |
| **Reason for leaving or seeking alternative employment:** |  | | |
| **Please give a description of the duties involved in your current or most recent paid or voluntary posts (do not attach a job description)** | | | |
|  | | | |

1. **PREVIOUS APPOINTMENTS**

Please list your previous employment, including any temporary and relevant voluntary work, starting with the most recent appointment prior to the one detailed above.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates employed**  **From – To:** | **Name & Address of employer:** | **Position Held (nature of work):** | **Why you left:** |
|  |  |  |  |

1. **EDUCATION/TRAINING**

Please give details of education, relevant training, or courses you have attended

|  |  |  |
| --- | --- | --- |
| **Title & Description of education, training or course:** | **Qualifications achieved – if relevant** | **Dates of training/course:** |
|  |  |  |

1. **SUITABILITY FOR THE POST**

Please describe your experience, knowledge, relevant skills and abilities as outlined in the person specification and job description for this post.

*It is important to show how you are qualified or able to do the job. Simple statements of competence or experience do not demonstrate how you meet the person specification criteria. You should address all of the key characteristics as set out in the Person Specification. Where you have not had experience, please state this*. Continue on to an additional sheet(s) if required.

|  |
| --- |
|  |

1. **DECLARATION**

If you have been convicted of a criminal offence which is not spent, as defined by the Rehabilitation of Offenders Act 1974, please give details

* I declare that the information that I have provided is true and accurate and I have not omitted any material facts which may have a bearing on my application.
* I understand that the offer of a contract of employment is conditional on the provision of true and accurate information with no material omissions.
* I accept that if I have given untrue or inaccurate information or have made material omissions, Sobus shall be entitled to unilaterally withdraw any offer made to me and, if I have already commenced employment, Sobus will be entitled to terminate my contract without notice

Signature Date

**Please state below any special requirements if you are invited for interview**

|  |
| --- |
|  |