Application Form – Part B

Admin Assistant

# Guidance notes

# Thank you for considering working for us. We want to choose the best person for the job, no matter what their gender identity, relationship status, race, disability, sexual orientation, religion, belief or age. We believe the best way of assessing your future performance is to look at your performance and behaviour in the past, which is why our recruitment process focuses on what the job involves and how you have shown you can do the job. We ask for qualifications, experience and skills relevant to the job. We ask you to provide dates of employment and qualifications so we can confirm your work history. We value experience you have gained at work and experience you have gained in other situations, and we encourage you to support your application with examples of how you think you have the skills, experience, qualifications and so on to do the job.

# Part A of this form asks for personal information. We use this information to contact you and provide any extra support you may need if we ask you to come for an interview.

# We use part B of this form to decide whether to interview you. This part of the form asks you to provide information about your past jobs, experience, qualifications and skills. When you fill in this part of the form, you should link your answers to the job description and person specification, which gives details of what skills, experience and qualifications you need to be able to do the job. If you do not provide enough evidence of how you meet the requirements of the post, we may not be able to interview you.

Please fill in this application form using a black font. This is because we may need to photocopy it. We do not accept CVs.

As this job requires regular contact with children and young people, if we choose you for the job we will also need to contact the Disclosure and Barring Service to find out if you have a criminal record and we will check if you are barred from working with children and young people. A criminal record will not automatically stop you from getting the job but we will consider the nature of the offence when assessing how suitable you are for the job. If you are barred from working with a vulnerable group it is an offence for you to apply for a job working with that group. If you fail to fill in a disclosure form when we ask, we will not be able to employ you.

Unfortunately, we are not able to contact everyone who applies for a job with us. If you do not hear from us within six weeks of the closing date, you should assume that your application has not been successful.

We look forward to receiving your application.

# Application form

**Part B**

**Education, training and qualifications**

Please give details of any qualifications or work-related training you have achieved (start with the most recent and work back). Please continue on a separate sheet if you need more space.

### Qualifications

|  |  |  |
| --- | --- | --- |
| Place you studied at and the dates you studied here  | Qualification and grade gained | Date achieved |
|       |       |       |
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### Continuing professional development and training courses you have been on

|  |
| --- |
| Give details of how you have kept your skills up to date. (Continue on a separate sheet if you need more space.)      |

**Membership of professional organisations**

Please list any professional organisations you are a member of which are relevant to the job you are applying for.

|  |  |
| --- | --- |
| Professional organisation  | Level of membership |
|  |  |

**Your current or most recent job**

Please tell us about your current job. If you are not currently employed, please tell us about your last job.

|  |  |
| --- | --- |
| Employer’s name and address |       |
| Position held |       |
| Date your employment started |       |
| Main duties |       |
| Main achievements |       |
| Reason for leaving and leave date |       |
| How much notice do you have to give?  |       |
| Please tell us your current salary and pay scale. | Salary:       Pay scale:       |

**Your past jobs**

Please tell us about any previous employment. Start with the most recent and work backwards. Please show and explain any gaps in your employment history. (Continue on another sheet if you need to.)

|  |  |  |
| --- | --- | --- |
| Employer’s name and address | Position held | Dates and reason for leaving |
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### Skills, knowledge and experience

Using the job description and person specification as a guide, please tell us how you feel you meet the requirements of the job. It is very important that you support your application with examples, which can come from experiences at work and in other situations.

Continue on another sheet if you need to.

Applications must comprise these completed papers:

* Part A,
* Part B,
* Part C,
* Safer Recruitment Form
* Covering Letter

Please send your completed application in a Word document format to nikki.lumley@smartacademies.net. We do not accept postal applications. If you have any questions, please call the school office on 0191 285 1350.