

APPLICATION FORM

POST:	SUPPORT SERVICES ADMINISTRATOR
CLOSING DATE:	Deadline for applications Monday 28th September 2020 Interviews are scheduled for Monday 5th October 2020
SURNAME:	
FIRST NAME(S):	
EMAIL:	
ADDRESS:	
HOME PHONE:	
WORK PHONE:	

Please indicate what period of notice is required by your current employer:

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REFERENCES

Please give the names and addresses of two referees, one of whom should be your present or latest employer:			
NAME:			
POSITION:			
COMPANY/ ORGANISATION:			
ADDRESS:			
TELEPHONE NO./EMAIL:			
IN WHAT CAPACITY DO YOU KNOW THIS PERSON?:			
TICK AS APPROPRIATE:	<input type="checkbox"/>	Do not contact until offered the post	<input type="checkbox"/>
	<input type="checkbox"/>	Can be contacted now	<input type="checkbox"/>
	<input type="checkbox"/>	Do not contact until offered the post	<input type="checkbox"/>
	<input type="checkbox"/>	Can be contacted now	<input type="checkbox"/>

If you have been convicted of any criminal record which is not spent, as defined by the Rehabilitation of Offenders Act 1974, please give details:	
Signed:	Dated:
Giving incorrect information on this application could lead to termination of employment	

EMPLOYMENT HISTORY

Latest Employment			
Name & Address of Employer:	From:	To:	Post & Brief Outline of Duties:
Reason For Leaving:			
Latest Salary:			

Previous Employment			
Name & Address of Employer:	From:	To:	Post & Brief Outline of Duties:
Reason For Leaving:			

Previous Employment			
Name & Address of Employer:	From:	To:	Post & Brief Outline of Duties:
Reason For Leaving:			

Please continue on a separate sheet if necessary

Relevant Qualifications & Training

Please enter your relevant qualifications and training in the box below:

Describe any community activity or voluntary work you have been involved in which is of relevance to the post (please give dates and name(s) of organisation(s)):

Please attach a document (2 pages maximum) explaining how you will bring your skills and experience to bear on this job.

Email your completed form to jacqueline.fitzsimmons@stamma.org with the subject line: 'Support Services Administrator' by Monday 28th September 2020. Online interviews are scheduled for Monday 5th October.