APPLICATION FORM

|  |  |
| --- | --- |
| POST: | **SUPPORT SERVICES ADMINISTRATOR** |
| CLOSING DATE: | Deadline for applications Monday 28th September 2020Interviews 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: |
|  |

|  |
| --- |
| **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: |  | Do not contact until offered the post |  | Do not contact until offered the post |
|  | Can be contacted now |  | Can be contacted now |
|  |
| 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.