

**Application for the position of Administrator**

**I. Personal Details**

Name:­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Last) (First) (Middle)

Current Mailing Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street House No. City State Post Code

Telephone Number: Home ( ) \_\_\_\_\_\_\_\_\_\_\_\_ Mobile ( ) \_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At which number may we contact you? (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are the best hours to contact you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. EDUCATION AND TRAINING**

A. **Academic**: Beginning with your present or most recent educational experience, list all schools you attended beyond Grade 12:

|  |  |  |  |
| --- | --- | --- | --- |
| School Name and Address | Major Field of Study/Minor | Type of Degree Received | Date Received (month/year) |
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B. **Training:** Beginning with your most recent training experience, list all military (if appropriate), trade, technical, apprenticeship, or special training you have received.

|  |  |  |  |
| --- | --- | --- | --- |
| School/Company Name and Address | Occupational Area | Completed Program? Yes/No | Date |
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**III.** **OCCUPATIONAL EXPERIENCE HISTORY**

Beginning with your present or most recent working experience, list your working experience. If additional space required, continue on a separate sheet and attach.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of Employer | From | To | Brief Description of Duties |
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Please state why you feel you would be a suitable candidate for this position.

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**IV.** **REFERENCES**

List below the names and addresses of those who will send letter of reference and/or who may be contacted regarding your application. Please provide two referees, one of whom, if you have worked, should be your most recent employer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name in Full | Position/Relation to Applicant | Email | Mailing Address | Telephone No. |
|  |  |  |  |  |
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**V. CONFIDENTIAL DECLARATION**

 Current legislation allows Justice First to ask about all convictions (spent and unspent), no matter what they were for or how long ago they took place.

□ I confirm that I have no spent or unspent convictions, either in the UK or elsewhere

□ I have spent/unspent convictions, details of which are listed below:

|  |  |  |
| --- | --- | --- |
| Offence | Date of Conviction | Penalty |
|  |  |  |
|  |  |  |
|  |  |  |

Please note that failure to provide full and accurate information about circumstances that may affect your suitability as a Justice First Employee will be viewed by the organisation as a very serious matter. Convictions sustained after completion of the Employee Interview Record and Confidential Declaration must be notified to Justice First.

Where Section IV has been completed, it is a Justice First policy to make a formal check of conviction records via the relevant authority using separate paperwork. This check will comply with the law relevant to your part of the UK and codes of practice are available on request.

Please be assured that this form will be stored securely and remain confidential in accordance with internal policies and external data protection legislation

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Print in CAPTIALS)

**VI EQUAL OPPORTUNITY MONITERING QUESTIONAIRE**

We aim to be an equal opportunities employer and select staff solely on merit, irrespective of race, sex, marital status, disability, etc.

In order to monitor the effectiveness of our equal opportunities policy, we will ask all applicants to provide the following information by ticking the appropriate box (all information will be held in strict confidence and will not affect your application).

**1. I would describe my ethnic original as:**

**White Mixed**

English □ White and Black Caribbean □

Scottish □ White and Black African □

Welsh □ White and Asian □

Irish □ Any other mixed background □

Any other white background □

**Asian or Asian British Black or Black British**

Indian □ Caribbean □

Pakistani □ African □

Bangladeshi □ Any other Black background □

Any other Asian background □

**Chinese or other ethnic group**

Chinese □

Any other group □

**2. My gender is:** Female □

 Male □

**3. My age category is:** 16 to 25 □

 26 to 35 □ 36 to 45 □ 46 to 55 □

 56 to 65 □

 Over 65 □

**4. Do you consider that you have one or more impairment under the Disability Discrimination Act (1995) such as those listed below?**

□ **No** □ **Yes**

* + Cerebral palsy
	+ Physical impairment
	+ Dyslexia / dyspraxia
	+ Speech impairment
	+ Mental health condition, whether current
	+ Or previous (e.g. depression)
	+ Blind or impaired vision not correctable
	+ By glasses
	+ Deaf or hard of hearing
	+ Wheelchair user
	+ Autism
	+ Learning difficulties
	+ Long-term medical condition or illness, including anything for which you take regular prescribed medication or need
	+ Regular medical treatment (e.g. diabetes, cancer epilepsy, asthma etc)

We understand that many employees do not declare disability because of possible discrimination against them by employers in the selection process and many people do not register as disabled for the same reason. We would like to know how many disabled people we attract to Justice First so that we can monitor the effectiveness of our policies towards disabled people.

**5. Do you require a work permit to work in the UK** **□ Yes □ No**

**6. Your NI No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**VII EQUAL OPPORTUNITY STATEMENT OF INTENT**

Justice First recognises that many individuals and institutions practice and perpetuate unfounded discrimination towards others because of race, gender, disability or sexuality. Discrimination also occurs on the basis of age, class, religious and political beliefs, HIV status, health, or drug-related problems, marital status or criminal record and in other ways.

Justice First therefore declares that it will attempt to challenge discrimination in all its forms, direct and indirect, in the following ways:

* By adopting measures to eliminate discrimination in its employment and management practices
* By ensuring its services are equally accessible to all
* By actively encouraging others to do the same

Justice First will have failed if this commitment does not lead to practical change.

**FOR OFFICE USE ONLY**

Ref No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Shortlisted □ Appointment □