

Sheffield & Rotherham Green Party

CONFIDENTIAL

Application for the post of: Administrative assistant
Closing date: Friday 10th December 2010 5pm

Surname/family name:	Initials:
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Address:	Daytime telephone:
	Evening telephone:
Email address:	

Work 1: Please give details of your present or most recent employment. (Please give details of any other employment which, with this post, would mean you would be working on average more than 48 hours per week.)

Job held:	Employer and address:	From: To:
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Brief details of duties and responsibilities:

Length of notice required/earliest start date:

Work 2: Please give details of all positions you have held since leaving full time education.

Please give us a full picture by also telling us about all periods not covered by full time work, education or training, such as voluntary and unpaid work, family responsibilities, part-time work, travel etc.

Employer	Job and brief details	Reason for leaving	From	To

Please add additional pages if needed.

Qualifications/training: Please give details of any qualifications you have and training courses you have undertaken which are relevant to the job, together with dates.

Qualifications/training	Institution and grades obtained	From	To

Suitability for the job: Please tell us why you think you are suitable for the job, and what experience and personal qualities you will bring to the role.

Additional information:

Do you have any criminal convictions (other than spent convictions), or are you subject to any cautions, warnings, reprimands or other orders, or pending prosecutions or criminal investigations?

You may be asked to give details if shortlisted for the post. YES / NO (*delete as appropriate*)

References: Please give the names and addresses of two people to whom we may write for references. Referee 1 should be someone who can comment on your work skills and abilities. Referee 2 may be someone who can comment in either a work-related or personal capacity.

Referee 1	Referee 2
Name:	Name:
Job title and organisation:	Job title and organisation / Personal capacity: <i>(please delete and complete as appropriate)</i>
Address:	Address:
Telephone:	Telephone:
Email:	Email:

Authorisation: By signing this form you authorise us to check any information you have given with any third parties you have named and you authorise them to disclose your personal information to us.

Declaration: The information disclosed on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to my being dismissed if appointed to the post.

Signature:

Date:

Please return this form by post to: Judith Rutnam, Sheffield & Rotherham Green Party, 144 Chorley Road, Sheffield S10 3RN or by email to: jrutnam@phonecoop.coop by 5pm Friday 10th December 2010.

JR Nov 2010