**Sheffield & Rotherham Green Party**

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| **CONFIDENTIAL** |

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| **Application for the post of:** Part-time Administrative Assistant  **Closing deadline:** Thursday 28th February 2013, 5pm |

Please note that interviews for this post will probably be held during the period Mon 11th to Thurs 14th March in the late-afternoon or early-evening.

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| Surname/family name: | Initials: |

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| Address: | Daytime telephone: |
| Evening telephone: |
| Email address: | |

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| **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: |  | |
| Brief details of duties and responsibilities: | | |  | |

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| **Length of notice required/earliest start date:** | | | | |
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| **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 |
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*Please add additional pages if needed.*

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| **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 |
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| **Suitability for the job:** Taking account of the role description for the post, please tell us (in no more than 250 words) why you think you are suitable for the job, and what experience and personal qualities you will bring to the role. | | | |
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| **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)* | | | |

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| **References:** Please give the name, address (postal and e-mail) and phone number of two people whom we may contact 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: *(please delete and complete as appropriate)* |
| Address: | Address: |
| Telephone: | Telephone: |
| Email: | Email: |

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| **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:** |

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| **Please return this form by post or e-mail to: Jon Ashe,** [**chair@sheffieldgreenparty.org.uk**](mailto:chair@sheffieldgreenparty.org.uk) **or 12 Southbourne Road, Sheffield, S10 2QN, to arrive by 5pm Thursday 28th February 2013.** |