

**JOB APPLICATION**

**CONFIDENTIAL**

**Administrative Assistant**

The information you provide on this form will be used for recruitment & selection and employment contract purposes

**Closing date: 9am Monday 29th September 2025**

1. **Name:**
2. **Address:** (including postcode)
3. **Phone number:**
4. **Email address:**
5. **Please confirm you are eligible to live and work in the UK**

YES  NO

1. **Is this eligibility dependent upon any type of visa?**

YES  NO

This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, please contact [Nacro](http://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/jobs-and-volunteering/) for further advice.

Do you have any unspent convictions? Yes  No

If you have answered yes please provide details of your criminal record in the space below or on a separate piece of paper marked confidential.

**References**

Please give the names and addresses of two referees.

If you are considered for the job, then we will contact these people to ask them if they feel you are suitable for the role, and if they have any hesitation in recommending you. Referees should be people who know you well and can give an honest opinion about your abilities.

Referees must not be related to you.

If you have experience of working or volunteering please provide the contact details for your supervisor or manager. If this isn’t possible please give details of someone who knows you well and can comment on your professional abilities.

|  |  |
| --- | --- |
| **Referee One** | **Referee Two** |
| **Name:** | **Name:** |
| **Occupation:** | **Occupation:** |
| **Address:** | **Address:** |
| **Town/City:** | **Town/City:** |
| **Postcode:** | **Postcode:** |
| **Phone:** | **Phone:** |
| **Email:** | **Email:** |
| **How do they know you?:** | **How do they know you?:** |

1. When would you be available to start work?
2. **Employment history:**

Please give details of your employment history, starting with the current or most recent employer. Please include any voluntary positions and explain any gaps in formal employment so we can get a full picture of your experience.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of employer** | **Position held** | **Dates position held (from and to)** | **Brief overview of responsibilities** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Please show here how you meet the qualifications requirement as set out in the person specification. Please include the dates you were awarded your qualification and the body or institution awarding it.**
2. **Please show that you have the experience asked for in the Person Specification, gained either through work, education, home or voluntary activities**
3. **Please show that** **you have the skills, knowledge and abilities asked for in the Person Specification:**
4. **Please demonstrate how you meet the attitude requirements of the Person Specification:**
5. **Additional information:**

Please use this space to tell us anything further you would like us to know in support of your application. Please only write as much as you feel is important, and please do not exceed two pages.

**Please return this form to** [**kathryn@solace-uk.org.uk**](mailto:kathryn@solace-uk.org.uk)

**Closing date: 9am Friday 29th September**