

# **Application Form: Team Administrator**

Thank you for considering job opportunities with The Life Project (Bath). Please complete all sections on this form and return to ceo@lifeprojectbath.org.uk by the deadline of 5pm, Monday 30th January 2023. Please feel free to contact Rich at ceo@lifeprojectbath.org.uk should you have any questions.

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| **Personal Details** |
| First Name/s:  |       | Surname:  |       |
| Preferred Name: *(Optional)* |       | Email: |       |
| Address:       | Phone No.:  |       |
| Mobile No.: |       |
|  | <Post Code> | Nationality: |       |
| If you are not a British citizen or you do not have the permanent right to remain in the UK, you will require a work permit. |
| Do you need a work permit to be employed in the UK? | <Yes / No> | If you already have a work permit, when does it expire?       *(Please note that your current work permit may not be valid for this post.)* |
| Where did you hear about this post? |       |

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| **Education** |
| *Please provide your education history, with the most recent/ current employer first. Please add extra rows to the table as necessary.* |
| Name of institution *(School / College / University)* | Dates | Subject / Examinations taken | Result / Grade Obtained |
| From | To |
|       |       |       |       |       |
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| **Additional Training / Qualifications** |
| *Please provide details of any additional relevant qualifications or training (e.g. First Aid / Safeguarding / Makaton). Please add extra rows to the table as necessary.* |
| Course Title / Qualification | Date | Result *(if applicable)* |
|       |       |       |
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| **Employment History** |
| *Please provide your full employment history, with the most recent/ current employer first, and explain any gaps in your employment. Please add continuation sheet as necessary.* |
| Title of Post:  |       | Date Commenced:  |       |
| Name of Employer:  |       | Date Ended (if applicable): |       |
| Address:       |
|  | <Post Code> |
| Please outline your responsibilities:      |
| Reason for leaving:       |
| Notice Period:        |
| Title of Post:  |       | Date Commenced:  |       |
| Name of Employer:  |       | Date Ended (if applicable): |       |
| Address:       |
|  | <Post Code> |
| Please outline your responsibilities:      |
| Reason for leaving:       |
| Title of Post:  |       | Date Commenced:  |       |
| Name of Employer:  |       | Date Ended (if applicable): |       |
| Address:       |
|  | <Post Code> |
| Please outline your responsibilities:      |
| Reason for leaving:       |
| Title of Post:  |       | Date Commenced:  |       |
| Name of Employer:  |       | Date Ended (if applicable): |       |
| Address:       |
|  | <Post Code> |
| Please outline your responsibilities:      |
| Reason for leaving:       |

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| **References** |
| *Please provide details of two referees who know you well but are not related to you; one of whom must be your current/ most recent employer.* |
| **Referee 1:** | **Referee 2:** |
| Title (Mr, Mrs, etc.): |       | Title (Mr, Mrs, etc.): |       |
| Full Name: |       | Full Name: |       |
| Job Title: |       | Job Title: |       |
| Organisation: |       | Organisation: |       |
| Address:       | Address:       |
|  | <Post Code> |  | <Post Code> |
| Phone No.: |       | Phone No.: |       |
| Email: |       | Email: |       |
| May obtain this reference prior to interview. | <Yes / No> | May obtain this reference prior to interview. | <Yes / No> |

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| **Skills, Experience and Value** |
| *With reference to the Person Specification please explain in no more than 800 words why you have applied for this role; the skills, knowledge and experience you bring; how you meet the requirements of this position as outlined in the Job Description; and anything further that will aid your application.* |
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| **Declarations** |
| I have a full UK Driving License | <Yes / No> |
| I have access to a car | <Yes / No> |
| I subscribe to the Life Project (Bath) Statement of Beliefs***Statement of Beliefs: The Apostles’ Creed*** *I believe in God, the Father Almighty, Creator of heaven and earth.* *I believe in Jesus Christ, his only Son our Lord. He was conceived by the Holy Spirit and born of the virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended to the dead. On the third day he rose again. He ascended into heaven and sits at the right hand of the Father. From there he will come again to judge the living and the dead.* *I believe in the Holy Spirit, the holy catholic church, the communion of saints, the forgiveness of sins; the resurrection of the body, and the life everlasting.* | <Yes / No> |
| I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal. | <Yes / No> |
| Signature\*:  |       | Date: |       |
| *\*Forms returned via email please type your name in the Signature Box and we will ask you to sign a copy of the application if you are invited to interview.* |