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| Barn Owl Trust  Job Application form | | | | | | | | |
| Please complete this form in type or black ink, sign the application form and either email it to **info@barnowltrust.org.uk** or post to:  **Barn Owl Trust, Waterleat, Ashburton, Devon TQ13 7HU** | | | | | | | | |
| 1) **POSITION APPLIED FOR:**  **Admin Assistant (part-time)** | | | | | | | | |
| 2) **HOW DID YOU HEAR ABOUT THIS VACANCY?** | | | | | | | | |
| 3) **PERSONAL DETAILS** | | | | | | | | |
| Mr/Mrs/Ms/Other (State):  Surname:  First Names:  Address: | | | | Work Telephone No:  May we ring you at work? Yes/No  Home Telephone No:  Mobile Telephone No:  E-mail Address: | | | | |
| 4) **PRESENT EMPLOYMENT (or if now unemployed, details of last employment):** | | | | | | | | |
| Name and Address of Employer: | | | | | Job Title:  Present Salary:  From (Month/Year):  To (Month/Year):  May we contact your current employer? Yes / No | | | |
| Please give a brief description of your position, your responsibilities and key achievements: | | | | | | | | |
| Reason for leaving (if applicable): | | | | | | | | |
| What notice period do you have to give? (If applicable): | | | | | | | | |
| 5) **EDUCATION AND QUALIFICATIONS - Please give details of your education and qualifications obtained:** | | | | | | | | |
| Schools/Colleges/University etc: | | From:  (Month/Year) | | To:  (Month/Year) | | | Examinations Passed  Qualifications Obtained | |
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| Details of any further qualifications obtained, or relevant courses attended, including dates: | | | | | | | | |
| **Driving**  Do you hold a full driving licence? Yes/No  Do you have any endorsements on your licence? (please provide details) Yes/No | | | | | | | | |
| 6) **EMPLOYMENT HISTORY - Please give details of your previous employment (starting from the most recent):** | | | | | | | | |
| Name of Employer | From:  (Month/Year) | | To:  (Month/Year) | | | Salary: | | Job title, description of the post and reason for leaving: |
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| 9) **Skills and Knowledge** *(please say yes to all that apply)* **You should be able to demonstrate:**   * Excellent communication abilities (written and verbal) * High level of adaptability and multi-tasking * Organisational skills * Ability to work on own initiative but happy to be part of the team * Excellent and up to date IT skills * Being customer focused * Good time management * Good attention to detail and resourcefulness * Problem solving skills * Data recording and retrieval   You may want to provide more detail about your skills and knowledge in **Section 11** (Additional Relevant Information) | | | | | | | | |
| 10) Your Computer Literacy Skills *(please say yes to all that apply)*   * Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Access, Publisher) * Email management and sending emails * Diary management | | | | | | | | |
| 11) **ADDITIONAL RELEVANT INFORMATION** We would like to know if:  * Your admin experience is recent? * What skills you can bring to the Admin Team? * You like working with people? * You can stay calm when the pressure is on? * You know and care about the mission of the Barn Owl Trust   **Please set out any additional information (including relevant experience) you think will demonstrate your ability to succeed in this role and how you meet the person specification.**  This is the part of the application form where you can bring to our attention any qualities or experience you feel we should be aware of. We are particularly interested in knowing more about your personal interests (hobbies/activities) which will strengthen your application. Please continue on a separate sheet, if necessary. | | | | | | | | |
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| 14) **REFERENCES - Employment Related**  **Please give the names and contact details of two people to whom we may apply for a reference (one of these should be your current/most recent employer):** | |
| Reference 1 | Reference 2 |
| Name:  Address:  Email Address:  Telephone No:  Relationship to candidate: | Name:  Address:  Email Address:  Telephone No:  Relationship to candidate: |
| May we approach the above without further reference to you prior to an interview? Yes/No | |
| 16) Have you previously applied for a position with The Barn Owl Trust? Yes/No  If yes, please give details: | |
| 17) Do you have any criminal convictions? Yes/No  If yes, please give details: | |
| 18) **Covid – 19**  To protect our colleagues and to keep the Trust operating at full strength, we strongly recommend that employees are fully vaccinated against the Covid virus.  We do ask staff to take twice weekly Lateral Flow Tests to demonstrate that they are free of infection, in line with Government guidelines. This policy will be kept under review and continually updated. | |
| 19) Do you have any restrictions on your right to work in the UK? Yes/No    Under Section 8 of the Immigration Act we are required to check all employees are eligible to work in the UK. Please confirm that, if offered a position, which of the following documents you would be prepared to supply and allow us to make a copy of:   * UK Birth Certificate * Registration or Naturalisation Certificate * Work Permit issued by Work Permits UK * Home Office issued letter indicating permission for indefinite stay in the UK with no restrictions * P45/P60 from previous employer * National Insurance Card * UK Residence Permit form a EEAA state * Home Office Application Registration card permitting employment * Passport (current) | |
| **Equality, Diversity and Inclusivity**  We consider applicants for all positions without regard age. Disability, sex, sexual orientation, pregnancy or maternity, race, ethnicity, nationality, religion or belief, gender identity expression or reassignment, relationship status, marital status and civil partnership, caring responsibilities, trade union activities or political beliefs or any other grounds. | |
| 20) If invited to interview, are there any adjustments that are required? Yes/No  If yes, please give details: | |
| **DECLARATION –** *please read this carefully before signing the application*  I agree that any offer of employment is subject to satisfactory references, medical information, and checks (if required) and a probationary period.  I confirm that the information provided in this application form and all the documents required, are complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.  If I am appointed, I agree that this form will form part of my Contract of Employment and will be held on my personal records.  **Signed:**  **Print Name:**  **Date:** | |
| Barn Owl Trust  Registered Charity No: 299835 | |