

**Application for Employment**

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| **Job Title:** Administrator/Receptionist |
| **Closing Date:**  25.4.21 **Interview date:** 5.5.21 |
| **Office Base:** Hastings |
| **Where did you see this post advertised?** |

**Personal Details**

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| **Full Name (Mr/Mrs/Ms/Miss):** |
| **Address:** |
| **Postcode:** |
| **Landline Tel:** |
| **Mobile:** |
| **Email address:** |

Do you require a work permit or any other kind of documentation to show that you are able to work in the UK? Yes/No

If you answered ‘yes’ to the question above, do you *have* the necessary documentation? (will need to be presented at interview) Yes/No

Are you related to, friends with, on in a relationship with any current staff, volunteers or Trustees of Counselling Plus Community? Yes/No

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| Please give details if you answered ‘yes’ to any of the above |

**Occupational History** Please give details of your last 3 positions. Please note, we will request references once a conditional offer of employment has been accepted. **In naming this person as a referee, we are assuming that you have received explicit consent to share their information.**

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| **Name and address of current or most recent employer:**  **Postcode** | **Job Title:** |
| **Referees name:**  **Address:**  **Postcode:**  **Tel No:**  **Email:** |  |
| **Brief description of main duties:** | **Present salary:** |
| **Start date:** | **End date:** |
| **Reason for leaving:** |  |

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| **Name and address of previous employer:**  **Postcode** | **Job Title:** |
| **Referees name:**  **Address:**  **Postcode:**  **Tel No:**  **Email:** |  |
| **Brief description of main duties:** | **Present salary:** |
| **Start date:** | **End date:** |
| **Reason for leaving:** |  |
| **Name and address of previous employer:**  **Postcode** | **Job Title:** |
| **Brief description of main duties:** | **Present salary:** |
| **Start date:** | **End date:** |
| **Reason for leaving:** |  |

**Previous Employment History** Please give details of any previous employment (before latest 3 posts)

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| **Name and address of previous employer:**  **Postcode** | **Job Title:** |
| **Start date:** | **End date:** |
| **Reason for leaving:** |  |

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| **Name and address of previous employer:**  **Postcode** | **Job Title:** |
| **Start date:** | **End date:** |
| **Reason for leaving:** |  |

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| **Please give details of any breaks in work history:** |

**Professional and Educational Qualifications** Please give details of all qualifications (most recent first)

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| **School/College/University attended** | **Subject and qualification level** | **Date issued** |
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**Qualifications currently being studied for**

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| **School/College/University attended** | **Subject and qualification level** | **Finishing Date** |
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**Personal Statement** This information will play a significant part in the shortlisting process. **Please refer to the Person Specification and state how you meet the required criteria.**

Please continue on a separate sheet if necessary.

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**Equal Opportunities** Counselling Plus Community strives to be an Equal Opportunities employer (within the limitations of the building) and we recruit on ability without regard to race, age, religion, physical or mental history etc

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| Please note any area where you may need assistance to perform in this role. |

**Declaration of Convictions** All employees of Counselling Plus Community are subject to DBS checks (Disclosure and Barring Service) (Previously CRB) at an enhanced level. Previous convictions/charges will not necessarily prohibit employment but must be disclosed.

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| Have you ever been convicted of a criminal offence, received a formal caution, been bound over or received a conditional discharge? | Yes/No |
| Do you have any police investigations pending? | Yes/No |
| If you have answered ‘yes’ to either of the above questions, please give further details: |  |
| Are you willing to undergo a DBS check? | Yes/No |

**Declaration** If you are offered an interview, you will be asked to sign the declaration below:

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| To my knowledge, the information I have provided is correct. I understand that if I am employed by CPC and this information is found to be inaccurate, this may affect my offer or continuation of employment.  Signed: Date: |

**Please send completed forms by email to** [**verra.papaspyrou@counsellingplus.org**](mailto:verra.papaspyrou@counsellingplus.org) **writing your name and ‘Administrator/Receptionist’ in the subject line**