****

**Jigsaw (Bury)**

**Unit 28 Bury Business Centre**

**Kay Street**

**Bury**

**BL9 6BU**

**Telephone: 0161 253 6853**

**Email:** [**http://jigsawbury.org.uk.gridhosted.co.uk/**](http://jigsawbury.org.uk.gridhosted.co.uk/)

**Application Form**

**Jigsaw Administrator**

**Full Time 37 hours per week**

YOU MUST ENSURE THAT YOU COMPLETE **ALL** SECTIONS OF THE APPLICATION FORM AND NOT LEAVE ANY GAPS. IF YOU FEEL THAT YOU HAVE FURTHER INFORMATION, RELEVANT TO YOUR APPLICATION, WHICH YOU WOULD LIKE US TO KNOW, PLEASE USE A SEPARATE SHEET OF PAPER

Please identify which position you are applying for;

**POSITION APPLIED FOR: Jigsaw Office Administrator**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Name: ………………………………………………………………  Telephone Number:  Landline:………………………………………………………….  Mobile: …………………………………………………………..  Email: ………………………………………………………………….. | Address:  ………………………………………………………………….  …………………………………………………………………..  …………………………………………………………………..  Post Code: ……………………………………………….. |

**EDUCATION**

|  |  |
| --- | --- |
| Schools Attended | Qualifications Attained |
| Colleges/Universities Attended | Qualifications Attained |
| Training | Courses Attended and/or Qualifications Attained |

|  |
| --- |
| Please give details of any membership of any technical or professional bodies |

**EMPLOYMENT HISTORY**

Please include an explanation for any gaps in your employment history

|  |  |  |  |
| --- | --- | --- | --- |
| Employers Name | Job Title | Duties | Reason for leaving |

If you are currently employed, how much notice do you need to give your employer to terminate your employment? …………………………..

**HOBBIES AND INTERESTS:**

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| --- |
|  |

**SUITABILITY**

|  |
| --- |
| Why have you applied for this job and why do you feel you would be the preferred candidate? |

**SKILLS**

|  |
| --- |
| What personal skills and qualities could you bring to the role? |

**EXPERIENCE OF WORKING WITH COMPUTER SOFTWARE**

|  |
| --- |
| Please explain what type of computer software you have had experience with, for example Word, Excel, Access etc. |

**EXPERIENCE OF MANAGING A HIGH WORKLOAD**

|  |
| --- |
| Please give us an example of a time when you had a high workload and what you did to manage that workload. |

**EXPERIENCE OF ORGANISING ACTIVITIES**

|  |
| --- |
| Jigsaw (Bury) runs over 30 group activities per month, our administrators help to organise these activities, what experience do you have of organising activities? |

**EXPERIENCE OF BASIC BOOKKEEPING**

|  |
| --- |
| There will be some basic bookkeeping duties (mostly inputting figures onto spreadsheets) within this role, please explain any experience you have of working with basic bookkeeping? |

**REFERENCES**

Please supply two references, preferably from your last two employers. If you do not have two previous employers then you may provide personal references but they must not be from family or close friends

|  |  |
| --- | --- |
| Company Name: …………………………………………  Address: ……………………………………………………….  ………………………………………………………………………  ………………………………………………………………………  ……………………………………………………………………..  Post Code …………………………………………………….  Referees Name ……………………………………………. | Company Name: …………………………………………  Address: ……………………………………………………….  ………………………………………………………………………  ………………………………………………………………………  ……………………………………………………………………..  Post Code …………………………………………………….  Referees Name ……………………………………………. |

Are we able to approach the referees for a reference before an offer of employment is made? ……………………

**CRIMINAL RECORD**

|  |
| --- |
| This position is exempt from the Rehabilitation of Offenders Act 1974. Please provide details of any criminal convictions, except any which are ‘spent’.  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account.  Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website*.* |

I confirm that the above information supplied by me is a true, accurate and factual representation.

I understand that if I have lied or mislead you in any way, any offer of employment will be withdrawn or my employment terminated.

I am aware the details provided will be held in confidence by the organisation to enable them to assess the application and to help monitor their recruitment and selection process in compliance with current Data Protection legislation.

Signed ………………………………………………………………………………… Date …………………………………………………

Please advise us if there are any special circumstances we may need to consider to enable you to attend an interview with us.

NB: the position is subject to the receipt of a satisfactory disclosure Check. If an offer of employment is made and you do not receive clearance, from such a check, we may either withdraw our offer or terminate your employment.

Please return this form by **5pm** on **Monday 27th November 2017**

By email: [jigsaw@bury.gov.uk](mailto:jigsaw@bury.gov.uk) or post to:

Jigsaw (Bury)

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