**New Mills & District Volunteer Centre**

Application for the post of:

**Office Administrator**

**Please return this form by email adele@nmvc.org**

  or send it with your completed job application and marked ‘strictly confidential’ to **Adele Gould** at NMVC, 33/35 Union Road, New Mills, SK22 3EL.

**to arrive by 4pm on 14th October 2022.**

**Interviews will be held week commencing 24th October 2022.**

**PLEASE NOTE CV’S WILL NOT BE ACCEPTED**

**PERSONAL DETAILS:**

|  |  |
| --- | --- |
| Full Name:   |    |
| Address    Postcode:   |    |
| Phone No(s):   |    |
| Email:   |    |

How did you learn of this post?

**NMVC Equality and diversity monitoring form**

NMVC wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

NMVC needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

**Please tick the appropriate categories below**

**Gender**  Man      Woman    Intersex    Non-binary         Prefer not to say

**Are you married or in a civil partnership?**   Yes  No    Prefer not to say

**Age** 16-24 25-29 30-34 35-39 40-44    45-49 50-54 55-59 60-64 65+      Prefer not to say

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. **Please tick the appropriate boxes-**

**White**

English           Welsh          Scottish        Northern Irish           Irish              British

Gypsy or Irish Traveller    Prefer not to say        Any other white background, please state:

**Mixed/multiple ethnic groups**

White and Black Caribbean   White and Black African       White and Asian      Prefer not to say     Any other mixed background, please state:

**Asian/Asian British**

Indian       Pakistani           Bangladeshi         Chinese   Prefer not to say

Any other Asian background, please state:

**Black/ African/ Caribbean/ Black British**

African      Caribbean            Prefer not to say

Any other Black/African/Caribbean background, please state:

**Other ethnic group**

Arab   Prefer not to say           Any other ethnic group, please state:

**Do you consider yourself to have a disability or health condition?**

Yes              No             Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with the centre manager who is running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual    Gay      Lesbian       Bisexual            Prefer not to say

**What is your religion or belief?**

No religion or belief Buddhist   Christian       Hindu    Jewish

Muslim    Sikh   prefer not to say

**What is your current working pattern?**

Full-time  Part-time       Prefer not to say

**Do you have caring responsibilities?**If yes, please tick all that apply

None         Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over)       Primary carer of older person

Secondary carer (another person carries out the main caring role)   Prefer not to say

I confirm that to the best of my knowledge that the information I have provided on this application form is correct.

Name .......................................................

Signature .................................................. Date .............................

**THIS PAGE WILL BE DETACHED FROM APPLICATION FOR THE PURPOSE OF SHORT LISTING,**

**REFEREES**(Referees will not be approached unless you are successful at interview)

**Please note: one must be your current or recent employer.**

|  |  |
| --- | --- |
| Full Name:  |   |
| Address   Postcode:  |   |
| Phone No(s):  |   |
| Email:  |   |
| Capacity in which they know you:  |    |

|  |  |
| --- | --- |
| Full Name:  |   |
| Address   Postcode:  |   |
| Phone No(s):  |   |
| Email:  |   |
| Capacity in which they know you:  |    |

**CAR DRIVING**

|  |  |
| --- | --- |
| Do you have a current licence to drive a car?  | **YES/NO**  |
| If so, do you have use of a car?  | **YES/NO**  |

**ELIGIBILITY TO WORK IN THE UK**

We are required by law to ensure that anyone working for New Mills & District Volunteer Centre is entitled to live and work in the UK in accordance with the Asylum and Immigration Act 1996

**I confirm that I am eligible to work in the UK:  YES/NO**

**DISCLOSURE OF CRIMINAL CONVICTIONS**

The Rehabilitation of Offenders Act 1974 provides that employers may ask prospective employees if they have criminal convictions however may not ask for information on criminal convictions that have become “spent”.  However, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 contains certain classes of employment where a person can be asked to disclose “spent” convictions.  As working for New Mills & District Volunteer Centre provides access to, or contact with, disabled and vulnerable people it falls within the above-mentioned Order and thus you are required to disclose all previous convictions including those that would normally be deemed “spent”.

Disclosures of criminal convictions will not necessarily bar you from employment.  However, should you fail to disclose a criminal conviction whilst securing employment, or if this is later discovered, this could result in dismissal or disciplinary action being taken against you by New Mills & District Volunteer Centre.  Any information given will be completely confidential and will only be considered in relation to this application i.e. whether given the circumstances of the offence you are suitable for the type of work involved. Should you be offered employment with New Mills & District Volunteer Centre you will need an Enhanced Disclosure from the Disclosure and Barring Service: if you do not already have one, we will apply for one and pay the associated costs.

**Have you ever been convicted of a criminal offence by a court of law or received a caution, reprimand or warning? YES/NO**

If Yes, please give details including the offence and the date:

**EDUCATION:**please*give details of secondary and any subsequent education, and of any qualifications achieved. (There is a separate section of the form to cover Training).*

|  |  |
| --- | --- |
| Provider e.g. school, college, university:  |   |
| Date Started:  |   | Date Finished:  |   |
| What you studied: if it was for a qualification, please list subject(s) and results; otherwise please describe the course content:           |

|  |  |
| --- | --- |
| Provider e.g. school, college, university:  |   |
| Date Started:  |   | Date Finished:  |   |
| What you studied: if it was for a qualification, please list subject(s) and results; otherwise please describe the course content:           |

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| Date Started:  |   | Date Finished:  |   |
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**EMPLOYMENT HISTORY**

*Please detail all employment within the last 10 years - plus any particularly significant roles from further back with most recent employment listed first. Work undertaken on a voluntary basis may be included in this section.*

Job Title: Dates employed: Start: Finish:

Name/Address of Employer:

Main responsibilities:

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***PREVIOUS EXPERIENCE, KNOWLEDGE AND SKILLS***

Please describe very clearly how your previous experience, knowledge and skills demonstrate that you meet the requirements of the job description and the person specification.

**ANY OTHER INFORMATION**

*Please give below any other information which you feel is relevant to your application. You can use this space to add details of additional employment, education or training that wouldn’t fit in the sections above.*