|  |  |  |
| --- | --- | --- |
| **JOB TITLE: Administrative Assistant** | | |
| 1. **PERSONAL DETAILS:** | | |
| First name(s): | Last name: | |
| Address: | Email Address:  We will use this email address to communicate with around shortlisting and interviews | |
| Contact Telephone no: | Mobile Telephone no: | |
| 1. **GENERAL INFORMATION** | | |
| Are you related to a member of WE:ARE’s Management Committee or staff team? **YES NO**  If yes, please provide details:  Name: Position:  Relationship to you:  ***This is to ensure an equitable recruitment process and will not in any way prejudice your application.*** | | |
| DBS CHECK / REHABILITATION OF OFFENDERS ACT Please note that this post is subject to a successful DBS check. You will be asked to disclose any criminal convictions, including spent convictions, cautions, reprimands, final warnings, or police enquiries. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. | | |
| Have you ever been convicted of a criminal offence?  If yes, you may be asked to supply details | | **YES  NO** |
| 1. **ARRANGEMENTS FOR INTERVIEW** | | |
| Please state any special requirements you may have at interview relating to disability or access needs: | | |
| **Please note this Application form will be numbered and the first page will be removed to preserve anonymity** | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **EDUCATION / QUALIFICATIONS**   Please start with secondary education and complete **all** columns | | | | | | |
| **From** | | **To** | | **Secondary School / College / University etc** | **Examinations** | **Results & Grades** |
| **Month** | **Year** | **Month** | **Year** |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **RELATED TRAINING**   Please list any training that you have undertaken which is relevant to this post | | | |
| **Year** | **Organising Body** | **Course Title** | **Length** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| 1. **PRESENT OR MOST RECENT EMPLOYMENT** | |
| Job Title: | Date Appointed: |
| Reason for Leaving: | Date Left / Notice Required: |
| Employer: |  |
| Address: | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **PREVIOUS APPOINTMENTS** Please ensure you account for any gaps in your employment history (starting with the most recent) and complete **all** columns. | | | | | | |
| **From** | | **To** | | **Employer** | **Job Title** | **Reason for leaving** |
| **Month** | **Year** | **Month** | **Year** |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| 1. **REFERENCES**   Please give the names and addresses of two referees. One must be your current or most recent employer. Referees will only be approached if you are offered the position. Information sought will include dates of employment with the organisation and Safeguarding and Disciplinary record. Please note a start date for employment is dependent on the receipt of two references. | |
| Name:  Address:  Organisation:  Email Address:  Relationship to you: | Name:  Address:  Organisation:  Email Address:  Relationship to you: |

|  |
| --- |
| 1. **INFORMATION IN SUPPORT OF YOUR APPLICATION**   ***This section is the most vital part of the form***. We need you to give us specific information to support your application so that we can shortlist in a fair and unbiased way. We recommend that you provide as much evidence as possible to show how your skills, abilities, knowledge, and experience meet the selection criteria in the post description and person specification. These documents describe the essential experience and knowledge required for the post and may include competencies required. ***Please read the guidance before completing.*** |

|  |
| --- |
| An understanding of women’s issues and feminist principles, in particular around the issues of domestic violence and its implications for women and children. |
| Commitment to services for women and children affected by domestic violence and to working withing WE:ARE ethos, policies and procedures. |
| Administrative skills including the ability to identify administrative needs and develop and maintain appropriate systems to meet them. |
| IT systems and programmes including the use of Word, Excel, Google Forms (or similar) and Canva. |
| Maintaining social media accounts, website and content production. |
| Developing and reviewing policies. |
| Maintaining financial records using Excel. |
| Creating digital forms and producing reports from the data collected. |
| Providing support to a Board of Trustees or similar committee including the ability to take accurate minutes. |
| Maintaining accurate and up-to-date records in compliance with regulators including Charity Commission, Companies House and HMRC. |
| Producing promotional documents |
| Ability to maintain strict confidentiality and work within data protection guidelines. |
| Ability to work effectively as a member of a team and on own initiative. |
| Able to work under pressure and to plan and prioritise time and resources when competing demands arise. |
| Able to maintain professional boundaries and know when to seek management guidance and support when required. |
| Ability to build and maintain good working relationships with colleagues to foster team spirit, commitment to the team and achievement of shared goals. |
| Organised, proactive and consistent delivery of work |
| High level of self-motivation and integrity and an ability to think creatively with a ‘can-do’ attitude that can inspire others. |

|  |
| --- |
| 1. **General Data Protection Regulation 2018** – Consent and Certification of Details |
| Application forms and interview notes of unsuccessful candidates will be destroyed 6 months from the date the post was appointed to. Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointed to the job.  By completing this application form you are consenting to WE:ARE’s recording and processing the information detailed, and confirm you understand that this information may be used by WE:ARE in pursuance of its recruitment purposes. Your consent is conditional upon WE:ARE complying with their obligations under the General Data Protection Regulation 2018.  By completing this application form you are confirming that the information contained in this application form is correct.  **DECLARATION**  I confirm the facts set forth in this application for employment, are to the best of my knowledge, true and complete |
| 1. **Equal Opportunities Form**   To help us assess the effectiveness of our equal opportunities and diversity efforts, we ask applicants to complete an equal opportunity form. Completion of this form is voluntary and if you do not wish to answer any question(s), this will not affect your application in any way.  Please click on the link below to complete the form:  <https://forms.office.com/r/t0LqNZYxfW> |
| Please return this form to:  [info@weareuk.org](mailto:info@weareuk.org) |