**Application Form**

**Post of Sterts’ Administrator**

Please note your application will be assessed via your application and how well you satisfy the criteria in the person specification, so please show us how your experience, skills and personal qualities match.

We are very happy for you to include experiences outside of your paid employment including voluntary and unpaid work, including domestic/family work.

You can discuss this post informally with Joy Dent, Treasurer. Joy’s email is treasurer@stertsarts.org

**Please submit this form by email to** Joy Dent, treasurer@stertsarts.org by 9am on 27th May 2024

**Interviews to be held at Sterts in Upton Cross w/c 10th June 2024.**

1. **Personal Details**

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| --- |
| **Name:****Address:****Do you require a permit to work in the UK Y/N****Phone:****Email:**  |

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| --- |
| **Are you available for interview w/c 10th June dates? Y/N** |

|  |
| --- |
| **If successful how soon would you be able to start? What is your notice period?**  |

**Education and training**

|  |  |  |
| --- | --- | --- |
| University | Subject(s) | Qualification and grade |
|  |  |  |

Please provide us with details of your post-16 education, Higher Education and other qualifications and professionals training undertaken (including CPD). Please leave empty if not relevant:

Post 16 Education:

|  |  |  |
| --- | --- | --- |
| School or FE college | Subjects | Qualification and grade |
|  |  |  |

Higher Education (if applicable):

Other qualifications:

|  |  |
| --- | --- |
| Title | Grade |
|  |  |

Professional Courses attended:

|  |  |  |
| --- | --- | --- |
| Title | Organisation | Date |
|  |  |  |

**Current Employer**

|  |
| --- |
| Name and Address: Position held:P/T or F/T:Date Employment commenced:Present Salary:Number of days absent in the past year due to ill-health.Brief Outline of duties/responsibilities: |

P**revious employment experience**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start Date | Finish Date | Employer and Position | Brief Description of Post | Reason for leaving |
|  |  |  |  |  |

Please give details of your employment history, with the most recent first.

Please detail here other experience that may be relevant to the post:

1. **Your Skills and Experience**

The skills and experience required for this post are outlined in the job description and person specification. Please tell us why you are suited to this role; include here relevant details of all work (paid and unpaid), activity, specific projects that demonstrate that you possess the essential and desirable skills, knowledge and experience outlined in the person specification. Maximum 3 sides please.

|  |
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|  |

1. **References**

Please supply details of two referees. One should be your current or most recent employer, if relevant. The other should be an independent professional rather than a personal contact.

Please say here if you do not wish us to take up references with your employer before your interview. Y/N

|  |  |  |
| --- | --- | --- |
| **Referee name:** | **Job title and contact details** | **Relationship to applicant** |
|  |  |  |
|  |  |  |

**Declaration**

**I declare that the information given on this application is complete and correct to the best of my knowledge. I have also read the information pack and can confirm that I am eligible to be considered for employment. I fully understand that withholding relevant information or any false or misleading statements could result in the withdrawal of an offer of employment or a dismissal. I also confirm that I will immediately inform Sterts if there are any changes in the answers I have given.**

**Signature: Date:**