

**Leicester Rape Crisis**

**Application form for the post of:**

**Project Administrator**

Please complete this form by typing or writing legibly and return it to us by 5p.m on Wednesday 27th July 2022. Please refer to the accompanying Job Description and Job Specification and demonstrate how you meet the job requirements in relation to these needs.

|  |  |  |
| --- | --- | --- |
| **Personal Details** | | |
| First Name(s): | Address: | |
| Surname (Family Name): |  | Post Code: |
| **Do you have any convictions that would not be considered spent under the Offenders Rehabilitation Act 1974? Yes/No.** | **If yes, please detail what you were convicted for and the date of conviction"** |  |

|  |  |
| --- | --- |
| **Telephone numbers, including Area (STD) code** | |
| Daytime:  Mobile: | Evenings/Weekend:  Email: |

|  |  |  |
| --- | --- | --- |
| **Current Employer (if applicable)** | | |
| Job Title: | | |
| Employer’s Name: | | Present Salary: |
| Employer’s Address: | |  |
|  |  | Post Code: |
| Notice Required: |  |  |
| Brief description of duties: | | |
| Reason for seeking employment and making this application: | | |

**Work history:**

**Please give details of your work experience (including unpaid work if appropriate), indicating the dates and your main duties and responsibilities, (starting with the most recent and working backwards).**

**Education & training:**

**Please give full details of your education, training and relevant short courses with dates starting with the most recent and working backwards.**

**What software are you able to use?**

Personal Submission

Please read through the job description and person specification and write, type or word-process on these two sheets why you should be considered for the vacancy. Refer to the tasks described in the job description and the requirements of the person specification and relate your experience, training and personal outlook to them. Only use these two sheets, although you need not use the second sheet if the first is sufficient.

Personal submission (page 2)

|  |  |
| --- | --- |
| **Driving** |  |
| Do you hold a current driving licence?  Yes No | If Yes, what type?  Full  Provisional |

|  |  |
| --- | --- |
| **Referees -** one of whom should be your present (or last) employer. References will only be taken up for applicants selected for interview, and you should ensure your referees are in a position to respond promptly. | |
| Name: | Name: |
| Position Held by Referee: | Position Held by Referee: |
| Organisation: | Organisation: |
| Address:  Post Code: | Address:  Post Code: |
| Telephone: | Telephone: |
| May we contact prior to interview?  Yes No | May we contact prior to interview?  Yes No |

**Data Protection Act 1998**.

We are required to obtain your permission to process your application. This form will be processed manually and shredded six months after the recruitment process. Certain details such as your name and address may be computerised and held for six months, at which point they will be deleted. Please tick the box below if you grant your permission for your application to be processed in this way. Please note that we will not be able to process your application without your permission.

I give permission for my details to be held as described above.

**I confirm the details in this form are correct:**

**Signature: Date:**

**Return to: CEO, Leicester Rape Crisis, 21 Upper King Street or email** [**ceo@jasminehouse.org.uk**](mailto:ceo@jasminehouse.org.uk) **Please mark your application “Project Administrator” in the subject box (if applying by email) or on the envelope if applying by post.**

To ensure prompt consideration, returned applications should reach us no later than 5pm on Wednesday 27th July **Late applications will not normally be considered.**