**Equal Opportunities**

Penhaligon’s Friends is committed to being an equal opportunities employer. To ensure that we are successful in appointing the best person for the job, it is necessary for us to monitor the effectiveness of our policy; with this in mind please answer the following questions.

This information will be separated from your application as soon as it is received. It will not be any part of the short listing for this post. This information will be given to the Chair of Board of Trustees after short listing is completed.

1. Do you consider yourself to be disabled? Yes / No (please circle applicable answer)

If ‘Yes’, please describe the nature of your disability/impairment in relation to the Person Specification.

Do you require any adjustments/assistance if you are invited to attend an interview?

Yes / No (please circle applicable answer)

If ‘Yes’, please describe what assistance you require.

2. Your gender: Female / Male (please circle applicable answer)

1. How would you describe your ethnic origin?

a. Black-African

b. Black-Caribbean

c. Black-Other (please specify)

d. Indian

e. Pakistani

f. Bangladeshi

g. Chinese

h. White

i. Other (please specify)

4. How did you learn of this vacancy?

5. Are you related to any Board member or Employee at Penhaligon’s Friends?

Yes / No (please circle applicable answer)

If yes please give details

6. How many days have you been absent from work due to illness in the past 2 years?

Please give details

**For office use only: Application Number**

**Personal Details**

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| Title (Mr/Mrs/Miss/Ms/Dr): First Name(s):  Surname:  Address:  Post Code: National Insurance Number:  Email address:  Home telephone number:  Mobile telephone number:  Can we contact you in the daytime? Yes / No (circle applicable answer)  If yes, preferred contact number: |

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| **Referees**  Please provide two referees, one of whom should be your present employer. If you are not presently employed, please provide your most recent employer or someone who has known you in a capacity where you have worked with children and families or a responsible person e.g. Dr/Head Teacher. **Please do not nominate any referees that are involved in the selection process for this post or who work at Penhaligon’s Friends or any family members/close friends.**  Do you give permission for your referees to be contacted prior to the Interview Process?  Yes / No (please circle applicable answer) Yes / No (please circle applicable answer) | |
| Name:  Job Title:  Organisation Name:  Address:  Postcode:  Email address:  Tel no:  Relationship: | Name:  Job Title:  Organisation Name:  Address:  Postcode:  Email address:  Tel no:  Relationship: |

**For office use only: Application Number**

**Rehabilitation of Offenders & Safeguarding Children**

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| We will request a criminal records check as part of our recruitment process. These checks are processed by the Disclosure and Barring Service (DBS).  For certain roles the check will also include information held on the DBS children and adults’ barred lists, together with any information held by police forces, that is reasonably considered to be relevant to the applied for post.  These checks are to assist us in making safer recruitment and licensing decisions. However a check is just one part of our robust recruitment practice.  Because of the nature of the work for which you are applying, this post is NOT protected by the Rehabilitation of Offenders Act 1974. You are required to divulge any Police cautions, or convictions in a Court of Law, no matter where or when they occurred (including spent convictions).  In the event of employment, failure to disclose all previous cautions and/or convictions may lead to dismissal or disciplinary action. All information will be treated in the strictest confidence and will only be taken into account where the context makes it absolutely essential.  Have you ever been cautioned or convicted of a criminal offence, or have you any investigations/hearings pending?  **Write ‘Yes’ or ‘No’ here:**  If ‘Yes’ please provide full details:  (Please continue on a separate sheet if necessary)  If you wish to discuss this section please contact the Manager on 01209 215889  I confirm that I have read and understood the above paragraph and have disclosed all relevant information.  Signed: Date: |

I declare that all the information, made by me in my application for this post, is true to the best of my knowledge and failure to disclose with a Board Member or Senior Manager will disqualify me from consideration. Equally, if the post for which I am applying has substantial access to children, I consent for Penhaligon’s Friends to proceed with any relevant checks.

Signed:

Date:

All information provided will be treated as strictly confidential and will be only considered in relation to the position for which you are applying.

**For office use only: Application Number**



**Private and Confidential**

**Application for Employment**

**Post: Receptionist/ Admin Assistant - Full Time**

**Closing Date: Tuesday 17th April 2018 at 10am**

**Interview Date: Thursday 26th April 2018**

**Guidance Notes for Applicants**

Your application will be treated fairly and honestly and will only be considered in relation to the Job Description and Person Specification. The decision to invite you to take part in the selection procedure will be based upon your qualifications, experience and personal qualities. You will only be shortlisted if you meet all of the essential criteria, indicated in the enclosed Person Specification and Job Description. Personal details will not be taken into account at the shortlisting stage.

**How should I apply?**

Please complete all sections of this application form which are applicable to the Person Specification and Job Description of the post for which you are applying. Please do not extend the space particularly in the section ‘Person Specification Criteria’.

Please enclose an up to date CV if you have one available in addition to the completed application.

**When completing the application form:**

* Please use black ink in block capitals or typeface.
* Please read the job advertisement, job description and person specification carefully.

Please ensure clarity and check carefully for mistakes.

If you have any difficulty completing this form, please contact us on 01209 210624

**For office use only: Application Number**

Penhaligon’s Friends believes in recruiting the best person for the job; we will not unfairly discriminate on any grounds.

At any stage, should you feel that you have been treated improperly or unfairly, please write to the Board of Trustees at the address provided on the last page of this form.

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| **EMPLOYMENT RECORD**  **PRESENT EMPLOYMENT (if applicable)**  Name of Employer: Job Title:  Address of Employer: Date of Appointment:  How many hours per week?    Present Salary/Grade:  Post Code: Period of Notice required:  Brief Description of Duties:  Reason for leaving/wishing to leave:  **PREVIOUS EMPLOYMENT**  List your previous employment (most recent first), including any part-time, temporary or voluntary work.  Employer Position Held Reason for Leaving Dates |

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| **EDUCATION AND TRAINING**  **EDUCATION (if applicable)**  Please list any qualifications obtained and any currently being pursued.  Qualification and Grade Institution Dates  **TRAINING (if applicable)**  Please list all work-related courses undertaken, including any vocational training.  Course Title & Subjects Covered Training Organisation Course Dates  **MEMBERSHIP OF PROFESSIONAL/TECHNICAL BODIES (if applicable)**  Name of Organisation Membership/Status PIN/Reg Renewal Date |

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| **PERSON SPECIFICATION CRITERIA**  Please describe how your skills, experience and personal qualities relate to the job requirements, as outlined in the Person Specification and Job Description. You are welcome to include examples of voluntary work or interests which you feel may support this.  If you are a disabled person and, because of your impairment, feel unable to fulfil certain aspects of the Job Description and/or Person Specification, but feel that you can meet the job requirements in an alternative or adjusted way, you may provide details here.  **Please do not exceed the space provided i.e. these two sides of A4.** |

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| **OTHER INFORMATION**  **DRIVING LICENCE**  Do you hold a current driving license: Yes / No (please circle applicable answer)  If so is it: Full or Provisional (please circle applicable answer)  Do you have any endorsements: Yes / No (please circle applicable answer)  And if so how many points?  Do you have access to a vehicle for work purposes? Yes / No (please circle applicable answer) |

**Please return the completed form via email to** [**julie@penhaligonsfriends.org.uk**](mailto:julie@penhaligonsfriends.org.uk) or by post to;

FAO Julie Parker,

Manager,

Penhaligon’s Friends

Trecarrel

Drump Road

Redruth

TR15 1LU