

**Job Application Form**

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| **Application Reference** | HTC-ASO |  |
| **Post/s** | Administrative Support Officer |
| **Closing Date** | 29th April 2020 |
| **Interview Date** | Week commencing 11th May 2020 online via Zoom |
| **Please return by email to** | clerk@hednesford-tc.gov.uk |

## Personal details

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| **Name** |       |
| **Address** |       |
| **Contact Email** |       |
| **Contact Phone No.** |       |

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| **When will you be available to start this role if successful?** |       |

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| **If you have been convicted of any criminal offence which is not spent, as defined by the rehabilitation of offenders act 1974, please give details** |       |

**Declaration**

I declare that the information on this form is true and correct to the best of my knowledge. I understand that if it is subsequently discovered that any statement is false or misleading, my employment may be ended without notice. I understand and agree that data collected in this application form will be used and processed for recruitment purposes. I understand and agree that should I become employed the information will also be used for employment purposes. I agree to you holding and processing this information. By submitting this form by email I am agreeing to this declaration and will sign a paper copy at interview or appointment if asked to do so.

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| **Please insert your name** |       |
| **Date** |       |

**Pages 1-2 will be detached before short listing**

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| **How did you find out about this job opportunity?** |       |

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| **Application Reference** | HTC-ASO |  |

## Referee Details - Please provide details of two referees, the first of which should be your current employer. The second should not be a friend, relative or someone you live with.

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| **Referee One - Name** |       |
| **Organisation** |       |
| **Role in Organisation** |       |
| **Address** |       |
| **Contact Email** |       |
| **Contact Telephone Number/s** |       |
| **Capacity in which known** |       |
| **Can we contact the referee prior to offering you employment?** |       |

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| **Referee Two - Name** |       |
| **Organisation** |       |
| **Role in Organisation** |       |
| **Address** |       |
| **Contact Email** |       |
| **Contact Telephone Number/s** |       |
| **Capacity in which known** |       |
| **Can we contact the referee prior to offering you employment?** |       |

## Current and Previous Employment and Work Experience

## Please provide details of your current and recent employment (at least the last 5 years) plus any other relevant work experience or volunteering history.

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| **Organisation** | **Role (state if employed or voluntary and salary where applicable)** | **Dates month/year** | **Reason for leaving** |
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1. **Education and Training**

Please list any formal education or professional development training courses which you consider to be relevant to the post

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| **Qualification/Training Course and provider where relevant** | **Date Achieved** |
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## Person Specification

## The person specification details key areas of knowledge, skill and experience required for the post. You should directly outline how your experience, education, training and qualifications meet each of the criteria, giving relevant examples. Please place the criteria as a heading for each section below. If possible, please try to keep your answers focused and succinct, and to no more than 4 pages maximum.

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| 1Qualifications / Knowledge |       |
| 2Work related experience / job related skills |       |
| 3Personal skills |       |
| 4Special working conditions |       |

## Any Other Comments

## Please add any other comments that you might have in support of your application (this is not a requirement)

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