

Application for the position of Administrator

You may also request a printed copy of this form by writing to the address below and requesting an application pack.

Please send the completed application form together with any additional information:

- By e-mail, by scanning the completed form into .pdf, .tif, or .bmp format and sending it to: hr@e-m.uk.com, quoting the reference Admin in the subject line
- By fax, for the attention of Sejal Vora at 0208 371 2944
- By post, for the attention of Sejal Vora, at Estates & Management Ltd., Molteno House, 302 Regents Park Road, London N3 2JX.

You should bear in mind that shortlisting for interview will rely upon the information you supply in this document and the extent to which your experience and qualifications match the job description and the required skills and knowledge.

Please complete the form carefully, using black ink and block capitals or clear typescript throughout and ensure that all sections have been completed.

Section A

The organisation is committed to equal opportunities and intends not to discriminate unfairly by reason of: gender, marital status, family status, sexual orientation, disability, race, ethnicity, religion, belief or age. This section will therefore be used for equal opportunities monitoring purposes. Responses to these questions will not be used to reject candidates but may be noted to indicate where positive action might improve the diversity of the organisation.

Title: Mr, Miss, Mrs, Ms, Other (please specify) **Known as:**

Forenames: **Surname:**

Address for communications:

..... Postcode:

Telephone number(s): (if applicable, please insert international code)

Home: **Mobile:**

Work: May we contact you at work? **Yes / No**

E-mail address:

Date of birth: **Gender:** Male / Female

Location where you are currently living:

Please state your **religion** (you only need to state your religion if you wish to observe religious practices while at work):

Do you have a **disability** which could affect your performance at interview? **Yes / No**

Do you have a disability which could affect your capacity to carry out in full the work shown in the job description? **Yes / No**

If your answer to any of the questions above is yes, please outline any **reasonable adjustments** which you might need at interview and/or to carry out the work shown in the job description.

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Are there any **health issues** which might affect your work as shown in the job description? **Yes / No**

If your answer to the question above is yes, please outline any **reasonable adjustments** which you might need at interview and/or to carry out the work shown in the job description.

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How many days off have you had due to sickness in the last 2 years?

Source of application: Please indicate how you heard about this vacancy (tick the applicable option):

I already work for you, and heard of this vacancy through internal advertising

I saw an advert in newspaper

I saw an advert in website

(Name), who works for E&M, recommended me for this position

I saw this position at Jobcentreplus

Other (please specify)

Section B – General circumstances

Name (Initial of forename and surname):

You will be asked at your first interview to produce a document which confirms your **eligibility to work in the UK**. Can you produce original documents as follows:

- a) a passport showing that you are a British citizen or a citizen of the UK and Colonies having the right of abode in the UK; or
- b) a national passport or national identity card showing that you are a national of a European Economic Area country or Switzerland; or
- c) a residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national from a European Economic Area country or Switzerland . This document must be accompanied by your passport or National Identity Card; or
- d) a permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national from a European Economic Area country or Switzerland, who is resident in the UK. This document must be accompanied by your passport or National Identity card; or
- e) a Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that you are allowed to stay indefinitely in the UK, or have no time limit on your stay in the UK; or
- f) a passport or other travel document endorsed to show that you are exempt from immigration control, can stay indefinitely in the UK, have the right of abode in the UK or have no time limit on your stay; or

Please mark as appropriate whether you can produce the documents requested above: **Yes / No**

These documents will be checked with the Home Office. Do we have your permission? **Yes / No**

Have you been convicted of a **criminal offence** which is not spent? (This Declaration is subject to the Rehabilitation of Offenders Act 1974): **Yes / No**

If your answer to the question above is yes, please describe the offence and outcome:

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We reserve the right to request a Conviction Disclosure under the Police Act 1997.

Do you have any **commitments** which may affect your ability to work 9:00 am to 5:30 pm, Monday to Friday, in **Finchley Central**, London? **Yes / No**

It is the company's policy to fill any vacancies by **internal promotion / departmental transfer**. It is also company's policy to provide for work fluctuations across departments by temporarily assigning team members to different departments. In this sense, you may be required to work in a different department permanently or temporarily. You will be provided with the necessary training and support. Do you accept this? **Yes / No**

Please give the names and addresses of two work-related **referees**. The first one should be your most recent employer or volunteer supervisor. If you cannot offer a second employment referee,

please give details for an academic one. **References will only be taken up if and when a job offer is made.**

First referee:	Second referee:
Name:	Name:
Company name:	Company name:
Referee's position:	Referee's position:
Company address:	Company address:
Telephone number:	Telephone number:
Your start date (month and year)	Your start date (month and year)
Your leaving date (month and year)	Your leaving date (month and year)
Your leaving job title	Your leaving job title
Reason for leaving	Reason for leaving

Notice: How soon would you be able to start work after an offer is made?

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Do you have any **planned holidays** within the next 8 months? (The company will honour any holidays that you list below, provided your prorated allowance for the year is enough to meet the number of days off that you need; any other absence you may require which is not listed here, will have to be booked following the company's holiday booking procedure)

Yes / No If yes, please give the exact dates:

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Section C - Application for the position of Administrator

Name (Initial of forename and surname):

Academic and/or Professional Qualifications:

GCSEs and A levels (or equivalent): Please list below all your GCSE and A level subjects (or equivalent) results obtained year and School or Examining Authority:

Subject & level	Result	Year	School
English GCSE			
Maths GCSE			

Other Academic and/or Professional Qualifications: Please list below, in reverse date order beginning with the one obtained most recently, the following details about any other qualifications: full title of qualification, specialisation, final overall result, University/College/School or Examining Authority, Year Qualification obtained and results for each subject.

Title	Specialisation	Result	Examining Authority	Year
Subject:	Subject:	Subject:	Subject:	
Result:	Result:	Result:	Result:	
Subject:	Subject:	Subject:	Subject:	
Result:	Result:	Result:	Result:	

Title	Specialisation	Result	Examining Authority	Year
Subject:	Subject:	Subject:	Subject:	
Result:	Result:	Result:	Result:	
Subject:	Subject:	Subject:	Subject:	
Result:	Result:	Result:	Result:	

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Subject:	Subject:	Subject:	Subject:	
Result:	Result:	Result:	Result:	
Subject:	Subject:	Subject:	Subject:	
Result:	Result:	Result:	Result:	

If you require further space to list your qualifications, please set them out in a separate piece of paper, following the same structure as above.

These qualifications will be checked with the relevant Universities/Colleges/Schools or Examining Authorities. In order for us to do this, you will be required to bring contact details for all the organisations listed above at the time of your first interview. Do we have your permission to make such contacts in order to check your qualifications? **Yes / No**

Work record: Please give below, in reverse date order beginning with your current or most recent work, full particulars of all work, including employment, self-employment, work experience or voluntary work.

Date started	Date left	Name and location of organisation	Job title	Description of work

If you require any further space to list your work record, please set it out in a separate piece of paper, following the same structure as above.

Please use the lines below to explain any gaps in your work or academic history:

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Suitability for the position: Please consider the job specification and required skills and knowledge. For each skill or knowledge, please give an example from your past experience (work, educational or voluntary) demonstrating how you successfully carried out a similar responsibility.

Competence	Job title and organisation; or subject, year and school	Examples
Telephone customer service		
Other customer service		
Data input		
Working with IT		
Letter Writing (or report writing)		
Working according to procedures		
Problem solving		

Initiative		
Organisation skills		
Team working		

Please give below any other relevant information in support of your application:

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Before you return the form, please ensure you have completed all sections and that you have signed the declaration below.

Please do not forward any certificates or references with this form.

I,, declare that the information given in this form and in any accompanying documentation is true to the best of my knowledge and belief and give my permission for enquiries to be made to confirm age, qualifications, experience, dates of employment and for the release by other people or organisations of necessary information to verify the content. I understand that my application may be rejected and/or that I may be dismissed following appointment if I have given any false information or have withheld any relevant details.

Signed

Date:

Data Protection: Information given in this application will be controlled under Data Protection legislation and will be used for the purposes of recruitment within the organisation. Should your application be successful, the information will then be used for your staff record and for payroll purposes. May we have your permission to process the information both manually and automatically for these purposes? **Yes/No**