

## Job Role

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JOB TITLE	Administrative Assistant
JOB REFERENCE	BMHAA001
WORKING PATTERN	6-month fixed contract; with a view to extend
HOURS	10 per week, over time is possible
LOCATION(S)	Progress House, 172 Southworth Rd, Newton-le-Willows 85 Church Street, Leigh, Lancashire Possibility to work from home
CLOSING DATE	4 <sup>th</sup> June 2021

## Personal Details

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Title
Full Name
Known as
Current Address
Contact Number
Email Address
National Insurance Number

## Criminal Convictions

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Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	Yes	No
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Please only tick the option that pertains to your circumstances.

## Eligibility Information

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This section is used to assess your eligibility for employment in line with UK law.

Do you possess a valid UK passport or a valid Driving Licence or birth certificate? <i>If your answer is "Yes" please ignore the following question and move onto the Education section.</i>	Yes	No
If “NO”, are you eligible to work in the UK without restriction?	Yes	No

Please provide details, e.g., what type of visa/identification do you have / expiry date?

## Education

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Please include any secondary and further education, higher education and postgraduate study and professional qualifications.

Place of Learning	Subject	Qualification	Grade (if applicable)	Month/Year
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## Employment History

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### Details of Current (or most recent) Employment

Employer

Address and Postcode

Telephone Number

Email Address

Start date

End date

Notice period

Hourly Salary

Position Held

Summary of main duties

## Details of Previous Employment

Starting with the most recent, please give details of your career history for the last five years. Please ensure that you explain the reason for any gaps including details about travel, career breaks, unemployment. Etc.

Start Date	End Date	Employer	Job Title and Key Responsibilities	Reason for Leaving
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## Supporting Statement

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Please provide a brief summary of no more than 500 words of how you meet the essential criteria in the person specification. Please provide as many examples as possible of how your past work or education experience will help you to approach this role.

## References

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Please provide the names and addresses of two referees we can contact regarding your suitability for this role. If you are unable to provide a recent work reference, we are happy to accept a professional character reference. E.G. Work Coach, tutor, police officer that can attest to your attitude to work, experience and skills.

Due to the nature of the business, BMH Training Limited conducts Basic DBS checks on all of its employees.

Reference 1		Reference 2	
Name		Name	
Position/Relationship		Position/Relationship	
Address		Address	
Postcode		Postcode	
Email Address		Email Address	

## Declaration

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I understand that the personal data on this application form is needed to process my application for the position and that should I be unsuccessful, it will be destroyed twelve months after the appointment of the successful candidate. Any pre-employment information kept on the HR database about the successful candidate will also be deleted twelve months after appointment.

Should I be successful in my application for the position, I understand that BMH Training Limited will create and maintain computer and paper records on me based initially on the information provided in this application form. During the course of employment, and after, these records will be processed in accordance with the Data Protection Act (1998).

By ticking the box below, you are consenting that the information in the records may be used both internally within BMH Training Limited and to relevant external bodies and for references to potential employers and other organisations.

Furthermore, you are certifying that to the best of your knowledge and belief, the information provided in all parts of the application is correct. Should you deliberately make a false statement on this form and an offer of employment is made, your future employment could be jeopardised.

Please tick the box to confirm you understand and agree to the above declaration:

**Full Name**

**Date**

*By adding your name, you agree that this constitutes a legally binding Typed Signature as per the Electronic Signatures Regulations (2002).*