**Application Form**

**Thank you for your interest in the position of Administrative Assistant within the East Midland Baptist Association.**

**Please complete the form below to share more information with us about your experience and background, and to help us understand how your skills and abilities might fit with this role.**

**Please note that the questions on the final page will be stored separately from your main application and will not be used as part of our shortlisting process.**

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| **Position applied for:** | **EMBA Administrative Assistant** |
| **Please return your completed form to:** | Mrs Becky Nicholls (EMBA Admin Lead) Email: [bnicholls.emba@gmail.com](mailto:bnicholls.emba@gmail.com) Closing date: **Sunday 14 November 2021** |

**Section 1 - Employment history**

Please give details of your current or most recent role first, followed by your previous employment history.

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| --- | --- |
| **Current employer (name of organisation and business address)** |  |
| **Job title** |  |
| **Main duties and responsibilities** |  |
| **Current salary and benefits** |  |

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| **Previous posts (please start with the most recent):** | | | |
| **Job title and Employer Details** | **Main duties and responsibilities** | **Dates (from-to):** | **Reason for leaving:** |
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**Section 2 - Education/training**

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| **Secondary education**  **(school details)** | **Qualifications/grade:** |
|  |  |
| **Further/higher education**  **(college, university or other educational centre details)** | **Qualifications/grade:** |
|  |  |
| **Other relevant training, professional qualifications or work related skills (for example languages, shorthand/typing, etc):** | |
|  | |
| **Are you undertaking any course of study at present? (If so, please give details)** | |
|  | |
| **Do you have membership of any professional bodies? (If so, please give details, including any offices held)** | |
|  | |
| It is our policy to verify the qualifications of all successful job applicants and you will be asked to show the original copies of any qualification certificates. | |

**Section 3 – Supporting Information**

We would like to understand more about how you see yourself matching into this role. Please take time to respond to the questions below. If there is any other information that you think is relevant, please use the last question to include this.

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| **How do your skills and experiences to date make a you a good match for this role?**  **(Please refer to the main responsibilities in the job description in your reply).** |
| **Tell us more about your Christian journey and your involvement with local church.** |
| **Where would you need the most support if you were successful in being offered this role?** |

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| **Other details** | | |
| What is the notice required in your present post? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Is your present post your sole regular employment? | Yes | No |
| Are there any restrictions on your right to work in the UK? | Yes | No |
| If yes, please state restrictions and the expiry date of any permissions. | | |
|  | | |
| Do you have a full driving licence? | Yes | No |
| Do you have any current endorsements? | Yes | No |
| Do you have use of a car? | Yes | No |
| Where did you see the advertisement for the post? | | |
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| **Disabilities** | | |
| **Do you require any special arrangements to be made for your interview on account of a disability?** | Yes | No |
| If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010: | | |

**Section 4 - References**

Please give the details of two referees, stating how long you have known them. One should be your current or most recent employer. References for shortlisted candidates will be taken up before interview unless you request otherwise OR references will be taken up once an offer has been made.

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| **1. Name:** | **2. Name:** |
|  |  |
| **Address:** | **Address:** |
|  |  |
| **Telephone number:** | **Telephone number:** |
|  |  |
| **Email:** | **Email:** |
|  |  |
| **Occupation:** | **Occupation:** |
|  |  |
| **Time known:** | **Time known:** |
|  |  |
| **May references be taken up before interview?**  YES/NO | **May references be taken up before interview?**  YES/NO |

**Section 5 – Data protection**

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| **Data protection**  Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.  The organisation treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in our organisation’s [privacy statement](https://www.embaptists.co.uk/about-us/structure-governance/emba-policies/).  **Declaration**  I declare that the information given in this application is to the best of my knowledge complete and correct.  Applicant's signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Note: Any false, incomplete or misleading statements may lead to dismissal. |

**Section 5 - Personal details**

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| **Surname:** |  |
| **Forenames:** |  |
| **Current address:** |  |
| **Daytime telephone number:** |  |
| **Evening telephone number:** |  |
| **Email:** |  |