

PRIVATE AND CONFIDENTIAL**Job Application for the PA to CEO / Office Manager (PAOM10)**

Where did you hear about this position?

Please complete fully and clearly tick/delete as appropriate. Please note that the front page will be separated from the form for short listing.

Personal details

Name:	Mr Ms Mrs
Address:	
Post Code:	
Daytime Contact Number:	Evening Contact Number:
Email:	

Health

Please state number of working days lost through illness in the last two years:

Do you have a health problem or disability relevant to your application, or do you require assistance at interview? YES/NO

If yes, please give details:

Referees

Please give details of two people willing to act as referees for you. They cannot be family members and one of them should be your current or most recent employer.

Name:	Name:
Organisation:	Organisation:
How do they know you?	How do they know you?
Address:	Address:
Tel No:	Tel No:
Email:	Email:
May we contact before interview? YES/NO	May we contact before interview? YES/NO

Present or most recent employment

Job title:

Employer's name and address:

Dates:

Notice period required:

Key duties:

Salary:

Reason for leaving:

Previous employment:*Please give details of your previous employment history. Please continue on up to ONE additional page.*

Employer's name and address	Dates	Job Title & key duties	Reasons for Leaving	Salary on Leaving

Education and Qualifications

Please give details of **relevant** education and qualifications achieved.
Please add rows if required.

Establishment	From - To	Qualifications

Training

Please give details of any **relevant** vocational or professional training, short courses, on the job training, mentoring etc.
Please add rows if required.

Dates	TITLE AND BRIEF DESCRIPTION OF COURSE/TRAINING PROGRAMME

Other *relevant* skills and/or professional qualifications and memberships
Please specify

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IT skills

Please complete as indicated by * and tick as applicable

Application	Programme details	Advanced	Competent	Basic
IT/network administration	Windows XP			
Database	*Any relevant			
Word processing	Word			
Spreadsheets	Excel			
Email	Outlook Exchange			
Presentations/DTP	PowerPoint			
Microsoft Publisher				

Experience and understanding of the Voluntary and Community Sector

Please provide, in no more than 200 words, a brief overview of your experience and/or understanding of the Voluntary and Community Sector, either through your work, volunteering, or as a user. **Do not exceed the word limit.**

1. SUPPORTING STATEMENT

*With reference to the job description and person specification, please give details of your **relevant** skills, experience and knowledge, whether gained in a paid or unpaid capacity. Please continue on up to **TWO** additional pages.*

1.1 Office Management:

HR duties: recruitment including volunteers, Management of Co-workers, job descriptions, references, interviews policies and procedures.

1.2 IT – to ensure best use is made of IT

1.3 Facilities management - ensuring efficient running of the office at all levels

1.4 Quality Assurance

1.5 Health & Safety issues, Risk Assessments/Monitoring

1.6 Development of annual budgets and manage within them. Review monthly actual vs budget with CEO.

1.7 Financial Clerical Controls – Outgoing Invoices and managing controls, petty cash

1.8 Event and Fundraising Administration

1.9 Planning and implementation of systems

1.10 PA / secretarial duties: Management of CEO's time, diary management, post, minute taking, and induction administration

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ref P/S

2. ANY OTHER RELEVANT SKILLS, EXPERIENCE AND KNOWLEDGE

2.1 Organisational and communication skills

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2.2 Time Management

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2.3 Ability to work well under pressure

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2.4 Resourcefulness**2.5 WHAT ARE YOUR REASONS FOR APPLYING FOR THIS POSITION?**

What particular qualities and experience do you bring from your working and/or personal life that would make you particularly suited to The Larches Trust and this role in particular?

Work Permit

Do you require a permit to work in the UK? YES/NO

If yes, when does your current permit expire?

Convictions

Do you have any criminal convictions? YES//NO

If yes, are they spent? YES/NO

I confirm that the information I have given in this application form is true and accurate. I consent to the use of this information for considering my application and understand that:

- It will be treated confidentially at all times.
- If my application is successful, the information will form part of my personal records.
- If my application is unsuccessful, the information will be destroyed after six months.
- I also consent to an Enhanced Criminal Records check if the post involves working with
- children/young persons/vulnerable adults.

Signed:

Date:

Please return this application form to linda.edwards@larchestrust.org.uk or The Larches Trust, Larches House, 1 Rectory Lane, Edgware, Middx HA8 7LF by midday Wednesday 20th January 2010

For office use only:

Shortlisted Yes/No

Attended Yes/No

Reference Rec'd Yes/No

Offered Yes/No

Signed:

Appointing Officer:

Date:

PERSONAL DETAILS

Emergency Contact:
 (tick as appropriate) Emergency contact or Next of Kin

Name Relationship

Address

.....Postcode

Tel No: (work) Tel No: (home)

Driving Licence: (tick as appropriate)
 Do you own a car? yes no Have you a current driving licence? yes no
 provisional full Have you any current endorsements yes* no
 *give details

Medical: Please give name, address and telephone number of your doctor:

Name of Doctor Tel No:

Address

.....post code.....

Number of days off sick in the past 12 months

Details of any serious illness, operations or infectious diseases

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NOTE: If a pre-existing medical condition which is not declared on this form is discovered after employment, it may lead to your dismissal.

I declare that the information in this form is true and complete. I understand that if it is subsequently discovered that any statement is false or misleading I may be dismissed from employment at The Larches Trust.

Name Signature Date