**This form is also available in large print**

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| **JOB TITLE: Business Administrator** | | |
| 1. **PERSONAL DETAILS:** | | |
| First name(s): | Last name: | |
| Address: | Email Address:  We will use this email address to communicate with around shortlisting and interviews | |
| Contact Telephone no: | Mobile Telephone no: | |
| 1. **GENERAL INFORMATION** | | |
| Are you related to a member of Birmingham & Solihull Women’s Aid’s Management Committee or staff team? **YES NO**  If yes, please provide details:  Name: Position:  Relationship to you:  ***This is to ensure an equitable recruitment process and will not in any way prejudice your application*** | | |
| DBS CHECK / REHABILITATION OF OFFENDERS ACT Please note that this post is subject to a successful DBS check. You will be asked to disclose any criminal convictions, including spent convictions, cautions, reprimands, final warnings or police enquiries. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. | | |
| Have you ever been convicted of a criminal offence?  If yes, you may be asked to supply details | | **YES  NO** |
| 1. **ARRANGEMENTS FOR INTERVIEW** | | |
| Please state any special requirements you may have at interview relating to disability or access needs: | | |
| **Please note this Application form will be numbered and the first page will be removed to preserve anonymity** | | |

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| 1. **EDUCATION / QUALIFICATIONS**   Please start with secondary education and complete **all** columns | | | | | | |
| **From** | | **To** | | **Secondary School / College / University etc** | **Examinations** | **Results & Grades** |
| **Month** | **Year** | **Month** | **Year** |  |  |  |
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| 1. **RELATED TRAINING**   Please list any training that you have undertaken which is relevant to this post | | | |
| **Year** | **Organising Body** | **Course Title** | **Length** |
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| 1. **PRESENT OR MOST RECENT EMPLOYMENT** | |
| Job Title: | Date Appointed: |
| Reason for Leaving: | Date Left / Notice Required: |
| Employer: |  |
| Address: | |

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| 1. **PREVIOUS APPOINTMENTS** Please ensure you account for any gaps in your employment history (starting with the most recent) and complete **all** columns. | | | | | | |
| **From** | | **To** | | **Employer** | **Job Title** | **Reason for leaving** |
| **Month** | **Year** | **Month** | **Year** |  |  |  |
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| 1. **REFERENCES**   Please give the names and addresses of two referees. One must be your current or most recent employer. Referees will only be approached if you are offered the position. Information sought will include dates of employment with the organisation and Safeguarding and Disciplinary record. Please note a start date for employment is dependent on the receipt of two references. | |
| Name:  Address:  Organisation:  Email Address:  Relationship to you: | Name:  Address:  Organisation:  Email Address:  Relationship to you: |

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| 1. **INFORMATION IN SUPPORT OF YOUR APPLICATION**   Please detail the experience and skills which demonstrate your ability to carry out the post against the following criteria:  We will not consider handwritten supporting information. |
| *Commitment to services for women and children affected by domestic violence and to working within BSWA ethos, policies and procedures* |
| *Commitment to providing services within an anti-discriminatory/equal opportunities framework to meet individual needs* |
| *Effectively providing front of house reception support in a busy office* |
| *Supporting staff with various aspects of administrative function within an organisation* |
| *Providing financial administrative support within an organisation* |
| *Using Microsoft Office packages and using electronic administrative systems* |
| *Excellent  I.T. skills and ability to make the best of technology to help deliver efficient administration* |
| *A methodical and organised approach to managing work priorities and the ability to meet deadlines* |
| *High level of written & verbal communication & problem solving skills & the ability to provide a service in a safe and confidential manner* |
| *The ability to speak one or more of the community languages of Birmingham* |
| *:* |

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| 1. **General Data Protection Regulation 2018** – Consent and Certification of Details |
| Application forms and interview notes of unsuccessful candidates will be destroyed 6 months from the date the post was appointed to. Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointed to the job.  By completing this application form you are consenting to Birmingham & Solihull Women’s Aid recording and processing the information detailed, and confirm you understand that this information may be used by Women’s Aid in pursuance of its recruitment purposes. Your consent is conditional upon Women’s Aid complying with their obligations under the General Data Protection Regulation 2018.  By completing this application form you are confirming that the information contained in this application form is correct.  **DECLARATION**  I confirm the facts set forth in this application for employment, are to the best of my knowledge, true and complete |
| 1. **Equal Opportunities Form**   To help us assess the effectiveness of our equal opportunities and diversity efforts, we ask applicants to complete an equal opportunity form. Completion of this form is voluntary and if you do not wish to answer any question(s), this will not affect your application in any way  Please click on the link below to complete the form:  <https://forms.office.com/Pages/ResponsePage.aspx?id=RrGzkkPNy0W0wu3PZOsUVT9SojRFUoBFps5JsYBpQB5URVJVUFY5V0w2SDlQMDhONEVKWUxGOFhCTS4u> |
| Please return this form to:  [recruitment@bswaid.org](mailto:recruitment@bswaid.org) |