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| **APPLICATION FORM** |
| **Reference No: R01-018 (Official Use Only)** |
| **POSITION APPLIED FOR:** **Administrative & Accounts Assistant**  **APPLICATION CLOSING DATE: Friday 12 January 2018**  **To assist you in completing the form correctly and ensure equality of opportunity for all applicants, please note the following points:**   * Applications should be completed in no smaller than size 10 font or handwritten legibly in black ink. * **The criteria boxes must NOT be extended to supplement answers.** * Only information provided on this application form will be considered by the panel. Curriculum Vitae (CVs) will NOT be accepted. * Late, incomplete or illegible applications will NOT be considered. * Please note the monitoring form is regarded as part of your application and MUST be completed and returned with your application form. * Please answer the questions as fully as possible as this will enable us to correctly and fully assess your application. * Candidates must outline clearly how their qualiﬁcations and experience meet **both** the essential and desirable requirements. This will assist with the shortlisting process. * All information provided will be treated in strictest conﬁdence. * The fully completed form must be returned to GBS Roofing Ltd **NO LATER THAN** **5.00pm on 12 January 2018.** * Applications can be submitted in hard copy or by email to info@gbsroofing.co.uk |

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| --- | --- |
| PERSONAL DETAILS | |
| Surname: | Home Telephone No: |
| Forenames: | Mobile Telephone No: |
| Title: | Daytime Telephone No: |
| Address: | Post Code: |
| Email address: |

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| **Do you have the right to work in the UK?**  Note: the company will require proof of this right before an offer of employment can be conﬁrmed – e.g. Birth certiﬁcate and/or any other appropriate document required to conﬁrm your right to work in the UK as required by the Asylum and Immigration Act 1996 | **Yes/No** |

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Type of School (i.e. Secondary / Grammar)** | **Examinations taken and Qualifications Gained (specify grades)** |
|  |  |  |  |

**FURTHER / HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Name of Institution**  **(Full-time or Part-time?** | **Subjects taken and Qualifications Gained**  **(specify Grades or Degree Class obtained)** |
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# APPRENTICESHIPS / SKILLS REGISTRATION / MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

|  |  |  |
| --- | --- | --- |
| Date Joined | Awarding Organisation / Institute | Skill Level / Member Grade |
|  |  |  |

# TRAINING COURSES / OTHER SKILLS ATTAINED

Please list training courses that you have attended or other skills relevant to work, including dates

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| --- | --- | --- |
| Date | Awarding Organisation / Institute | Training or Skill Attained |
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| DRIVING LICENCE INFORMATION |
| Do you have a valid driving licence?  What type of licence is it? (tick more than one box if applicable)  🞎Car  🞎Passenger Service Vehicle/Passenger Carrying  Please enter class:  🞎Large Goods Vehicle/Heavy Goods Vehicle  Please enter class: |

# EMPLOYMENT HISTORY – starting with your current or most recent position.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From**  **- To** | **Name and address of employer (including nature of business)** | **Job Title**  **Responsibilities and duties** | **Final Salary and Reason for Leaving** |  |  |
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**EMPLOYMENT HISTORY – continued**

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| --- | --- | --- | --- | --- | --- |
| **From**  **- To** | **Name and address of employer (including nature of business)** | **Job Title**  **Responsibilities and duties** | **Final Salary and Reason for Leaving** |  |  |
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# CRITERIA

Candidates should refer to the criteria contained in the job description and essential/desirable criteria outlined.

**Please note:**

* The shortlisting panel will not make assumptions from the title of the applicant’s current/most recent post or the nature of the organisation as to the skills and experience gained, and it is **not appropriate simply to list the various posts that an applicant has held.**
* In each section, applicants should provide evidence through **specific examples** to illustrate how they meet the particular experience, understanding, knowledge and qualities sought in the criteria. Responses should make reference to the applicant’s specific role, objective, contribution and the outcome.

Candidate responses **must** clearly explain how the evidence provided demonstrates their experience against the criteria.

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| **Please provide an example of when you have provided accurate advice or information in order to deliver effective customer service.**  Please include specific positions and dates of employment. |
|  |
| **Please provide an example of when you have managed a varied and competing workload to meet multiple deadlines.** |
|  |
| **Provide an example of how you have used your accounts experience to meet the financial administrative requirements of an organisation.** |
|  |
| **Provide an example of when you have used your IT skills and experience, including use of Microsoft Word, Outlook, PowerPoint and Excel, to deliver the administrative requirements for an organisation.** |
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**Health Declaration**

Following the introduction of the Disability Discrimination Act 1995, employers must ensure that employment practices are not discriminatory and that reasonable adjustments are made to the workplace to overcome the effects of disability. In order to help us in this process, applicants must provide the following information, but in doing so should also be aware that answering “yes” to any of the following questions does not necessarily exclude them from the competition, but may require them to provide further information.

**Please note:** This information is kept **entirely confidential** and is only asked in case there is anything which could affect your ability to safely carry out certain work tasks and for which reasonable adjustments could be made.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Do you suffer from any medical condition or disability which:   1. may prevent your regular attendance at work, or your ability to give effective service over a period of up to one year?   Yes/No:   |  | | --- | | If yes, please give details: |  1. may have a health and safety implication for carrying out the job for which you are being considered, e.g. fits, fainting attacks, blackouts, or epilepsy?   Yes/No:   |  | | --- | | If yes, please give details: |   2. Have you been retired on medical grounds from employment?  Yes/No:     |  | | --- | | If yes, please give details: | |
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# INTERVIEW ARRANGEMENTS

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| **Please detail any special arrangements you would reasonably expect to be made to assist you if shortlisted for interview:** |

# REFEREES

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| --- | --- |
| **Please supply the details of two work related referees one of which must be your current or most recent employer.** | |
| Name and company/position: | Name and company/position: |
| Address: | Address: |
| Tel no: | Tel no: |
| Nature of relationship: | Nature of relationship: |

# ADDITIONAL INFORMATION

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| --- |
| **Please detail why you are attracted to this position at this time in your career:**  **Please list other relevant factors that you think will be useful to us when considering your application (If any):** |

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| --- | --- | --- |
| **Current/Most Recent Salary** |  | |
| **Date of last salary increase** | **Date next increase due** | **Bonuses Payable** |
|  |  |  |
| **Substantial benefits** |  | |
| **Length of Notice** |  | |

# DECLARATION

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| **By signing this declaration, I certify that all the information I have provided in this form is correct.**  **I understand that any false information provided may result in disqualification, a job offer being withdrawn or, if appointed, to dismissal.**  Signed: Date:  Alternatively, if you wish to submit your application via email, please mark X in the box below to confirm that you have read, understood and accepted the declaration above.  Applications should be emailed to [info@gbsroofing.co.uk](mailto:info@gbsroofing.co.uk)  Email applications only:  **I certify that all the information I have provided in this form is correct.**  **I understand that any false information provided may result in disqualification, a job offer being withdrawn or, if appointed, to dismissal**.  **Any forms submitted without accepting the declaration will not be considered.** |

**WARNING:** Any candidate found to have knowingly given false information, or to have wilfully suppressed any material fact will be liable to disqualification, or if appointed, to dismissal.

**Please ensure you also complete the separate monitoring form**

**and submit it with your application.**

Completed application forms must be received no later than **5pm on 12 January 2018.**

Applications received after this time and date will not be considered.

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| **GBS Roofing is an Equal Opportunity Employer** |