

URBAN ROOTS

Application Form



Position: Administration Officer

Full name:

Home address:

Telephone number(s) where we can contact you:

Email address:

Have you any criminal convictions? *If yes, please give details below. This will not affect your application where not relevant to the job.*

References *Please give details of two referees who are willing to support your application. One of these should be your most recent employer.*

Full name:

Address:

Postcode:

Telephone:

May the above person be approached before any interview?

How is this person known to you?

Full name:

Address:

Postcode:

Telephone:

May the above person be approached before any interview?

How is this person known to you?

Declaration *I understand that any false or misleading information given in this application may render my employment, if I am appointed, liable to termination. I declare that to the best of my knowledge the above information is correct.*

Signed

Date

Office use only

TGC Ref:

This cover sheet will be detached from your application prior to assessment

I. Education and training Please give details of any relevant qualifications or training, including any part-time courses. Continue on a separate sheet if necessary.

School/College/Awarding body	Qualification	Date
	UR Ref (for office use only):	

2. Present & previous employment/voluntary work over the past ten years *Relevant employment previous to this may also be detailed.*

Job Title	Employer	Dates	Brief summary of duties

3. Please give details of your knowledge, skills and experience relevant to this post *Please pay particular attention to this section as it tells us what makes you suitable for this job. Your application will be judged against the Person Specification. Please give evidence for each point on the Person Specification, being as specific as possible and supporting your answers with examples. Please also tell us why you wish to apply for this post. Continue on a separate sheet if necessary.*

4. Are there areas of responsibility in the job description for which you may require special training or induction?

5. Please give details of any work days missed through illness in the past 12 months

6. Where did you see this post advertised?

Closing date: 5pm 22nd October 2018

Interviews: 26th October 2018

Please ensure this form is returned by the deadline to:

projects@urbanroots.org.uk

Urban Roots, Toryglen Community Base, Prospecthill Square, Glasgow, G42 0LA

This form can be made available in other formats on request