



**Post: Administrator**

**Closing date for applications: 7 September**

**Interviews: 26 September**

**Return completed application to *info@tigerbay.org.uk***

## Application form

Application for employment as: .....

Name .....

Address .....

Postcode .....

Phone .....

Email.....

### **Education and training**

Details of where and when

### **Qualifications**

Details of what and when.....

### **Employment/Volunteering history**

*Current or most recent*

Date of involvement .....

Name of organisation .....

Contact details of organisation .....

Your role .....

Your duties .....

Reason for leaving .....

*Previous*

Date of involvement .....

Name of organisation .....

Contact details of organisation .....

Your role .....

Your duties .....

Reason for leaving .....

Please tell us about other volunteer, community or employment roles you have had and about the skills you used and/or learned in those jobs. (200 words max)

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Please give specific examples from your lived experience, of how you meet the essential and desirable knowledge, skills and experience set out as requirements in the person specification for this post. (200 words max)

Do you consider yourself to have a disability?

Yes  No

Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process

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## References

Please give the names and addresses of two persons as referees - other than your present employer or relatives - who we can approach now for references. No approach will be made to your present or previous employers before an offer of employment is made.

1 .....

2 .....

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name.....

Signature .....

*Applications should be marked Application FAO Trevor Godbold and sent to [info@tigerbay.org.uk](mailto:info@tigerbay.org.uk)*