

**Application Form**

**Post: Business Administrator**

**Closing Date:Friday 17th January 2025 12noon**

Please do not enclose a CV, use this form to tell us about your work experience and qualifications.

We will not read CVs. We will only read what is on this form.

The part of the application that contains your personal details will be removed before shortlisting.

This means that when we are shortlisting, we will not know anything about you other than your skills and experience to do this job.

Name:

Address:

Postcode:

Tel:

Email:

Please send your completed application form by email to:

hello@sunderlandpeoplefirst.com

Please direct any enquiries to Lisa Clark [lisa@sunderlandpeoplefirst.com](mailto:lisa@sunderlandpeoplefirst.com) or call the office on 07512309012

If you are working at the moment what is your notice period?

Do you have any support needs to attend the interview?

If yes, please tell us here

**We ask people that apply for the role of Business Administrator, to tell us if they have any unspent convictions under the Rehabilitation of Offenders Act 1974.**

If you are not sure what this means you can contact Sunderland People First **at hello@sunderlandpeoplefirst.com**

There is a separate form at the bottom of this application form that must be completed by every one that applies for a job. The information you tell us will not be kept with your application form during the recruitment process.

Please provide one professional & one personal reference.

These people must have known you for 2 years or more and must not be related to you.

If you have a job now one of these must be your Line Manager.

**Professional Referee**

Name:

Address:

Postcode:

Telephone:

Email:

How do they know you?

**Personal Referee**

Name:

Address:

Postcode:

Telephone:

Email:

How do they know you?

|  |
| --- |
| **Tips on completing this part of the form.**  Please look at the Person Specification and explain how you meet each of the criteria listed within it. We shortlist people based on how closely they match the Person Specification.  Tell us about things you have done in the past that demonstrate how you match the Person Specification. This might be something you have done at work or as a volunteer. |

**Why would you like to be a Business Administrator?**

**Why are you the right person for the role?**

Experience:

If you need more space, please use an extra sheet

Skills, Knowledge, Abilities:

If you need more space, please use an extra sheet

Personal Attributes:

If you need more space, please use an extra sheet

Tell us about all the work you have done before. This could be paid or voluntary work. Please do not leave any gaps in time.

|  |  |  |
| --- | --- | --- |
| Organisation | Position | When did you work there? |
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Tell us about your education and any courses or training you have been on.

|  |  |  |
| --- | --- | --- |
| Course | University / College/ training provider | Dates studied |
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**Criminal record declaration form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **Forename:** |  |
| This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to tell us about convictions which are not yet spent under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent.  Do you have any unspent convictions?  Yes ⬜ No ⬜  If you have answered yes, you now have two options on how to tell us about your criminal record.  Please provide details of your criminal record in the space below. | | | |
| **DECLARATION**  I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Sunderland People First.  Signed: Date: | | | |

Thank you for filling in this form.

Please send your completed application form to:

By email to: Hello@sunderlandpeoplefirst.com

**Closing date: 17th January 2025 12noon**

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**Equal Opportunities**

**Monitoring Form**

Sunderland People First wants to make sure it treats everyone that applies for a job fairly. Sunderland People First wants to get the best person for the job and will not discriminate against anyone because of their:

* Gender
* Marital status (including civil partner status)
* Age
* Ethnic Origin (includes ethnic or national origin or nationality)
* Disability
* Religion or belief (actual or perceived)
* Sexual orientation (actual or perceived)
* Transgender status
* Pregnancy

We ask you to fill out this form so that we can look at who is applying for this job. Sunderland People First will then check to see who gets interviewed and gets the job.

**This form will not be seen by anyone who is making a decision on your application**. It will be separated from your application as soon as we receive it.

This information will be kept confidential and secure and will only be used to check that we are an equal opportunities employer.

|  |
| --- |
| **Job Title: Business Administrator** |

**Personal Data: (**please tick)

**Gender:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Male |  | Female |  | Trans |  | Non-binary |  | Prefer not to say |  |

**Ethnicity:**

|  |  |
| --- | --- |
| **Asian or Asian British** | **Tick** |
| Bangladeshi |  |
| Indian |  |
| Pakistani |  |
| Other Asian (please state) |  |
| **Black** |  |
| Black African |  |
| Black Caribbean |  |
| Black British |  |
| Black European |  |
| Other Black |  |

|  |  |
| --- | --- |
| **White** | **Tick** |
| White – Eastern European |  |
| White – English |  |
| White – Irish Republic |  |
| White – Northern Irish |  |
| White – Scottish |  |
| White – Welsh |  |
| White – Western European – Non UK |  |
| Other White |  |

|  |  |
| --- | --- |
| ***Chinese or Chinese British*** | **Tick** |
| Chinese |  |
| Chinese British |  |
| ***Mixed*** |  |
| White & Black Caribbean |  |
| White & Black African |  |
| White & Asian |  |
| Other Mixed |  |
| ***Other*** |  |
| Other Ethnic background (please state) |  |
| Prefer not to say |  |
|  |  |

**Religious Belief:** (Please Tick)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Atheism/Humanism |  | Baha’i |  | Buddhism |  |
| Christianity |  | Hinduism |  | Islam |  |
| Sikhism |  | Judaism |  | Rastafarianism |  |
| Parsi Zoroastrians |  | No belief |  | Prefer not to say |  |
| Other |  |  |  |  |  |

**CHILDCARE RESPONSIBILITIES**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Are you a** | Lone Parent |  | Primary Carer |  | Joint Carer |  |  | | |
| **Ages of children:** | Under 5 |  | 5 – 11 |  | 12 – 15 |  | 16 + in Full Time Education |  |  |

**Other Care responsibilities:**

|  |  |
| --- | --- |
| Primary Carer |  |
| Partial/Joint Carer |  |

**Age:**

|  |  |
| --- | --- |
| Date of Birth: |  |

**Disability**

The law says that a disabled person is someone who has a physical, sensory, mental or health condition, which has substantial and long term adverse effect on their ability to carry out normal day-to-day activities.

Does any of above affect you?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If yes, please tell us what this is:

**Advertising**

It will help us if you tell us where you found out about this job. This is so we can advertise jobs better next time.

**Tick**

|  |  |
| --- | --- |
| Email from Sunderland People First |  |
| Job Centre |  |
| Job Fair |  |
| Local Paper |  |
| National Paper |  |
| Recruitment Agency |  |
| Social Media |  |
| From someone you know (word of mouth) |  |
| Other (please say) |  |