



**Post: Administrator**

**Closing Date: 3<sup>rd</sup> October 12pm Noon**

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:

FAO Melissa Peacock, Office Manager, Inclusion North, Suite 4, Unity Business Centre, 26 Roundhay Road, Leeds, LS7 1AB.

By email: [info@inclusionnorth.org](mailto:info@inclusionnorth.org)

Please direct any enquiries to Melissa Peacock  
[melissa@inclusionnorth.org](mailto:melissa@inclusionnorth.org) or call 0113 2444792

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

Do you have any support needs at the interview?  
If yes, please tell us here

**We ask people that apply for the role of 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 Inclusion North **0113 2444792** or contact Nacro **0300 123 1889**

*Nacro is a national social justice charity with more than 50 years' experience of changing lives, building stronger communities, and reducing crime. They house, educate, support, advise, and speak out for and with disadvantaged young people and adults.*



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 you would like the Administrator job?**

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

Empty response box for the applicant to provide answers to the questions above.

Cont.....

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. Don't leave any gaps in time

Organisation	Position	When did you work there?

Tell us about your education and any courses or training you have been on that might help you to do this job.

Course	University / College/ training provider	Dates studied

## Criminal record declaration form

Surname:		Forename:	
<p>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, you can contact Inclusion North for further advice, or you can also contact Nacro Tel: 0300 123 1889.</p> <p>Do you have any unspent convictions? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you have answered yes, you now have two options on how to tell us about your criminal record.</p> <p><b>Option 1:</b> Please provide details of your criminal record in the space below.</p> <p><b>Option 2:</b> You can tell us about your record on a separate piece of paper and attach in an envelope stapled to this form. The envelope should be marked CONFIDENTIAL and should have your name and the details of the post you are applying for. If you have attached these details separately please mark with an X here _</p>			
<p><b>DECLARATION</b></p> <p>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 Inclusion North</p> <p>Signed: _____ Date: _____</p>			

Thank you for filling in this form.

Please send your completed application form:

FAO Melissa Peacock, Office Manager, Inclusion North, Suite 4, Unity  
Business Centre, 26 Roundhay Road, Leeds, LS7 1AB

By email: [melissa@inclusionnorth.org](mailto:melissa@inclusionnorth.org)

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