# West Oxfordshire Community Transport

# Application for Employment

**POST APPLIED FOR:**

**Office Administrator**

**CONFIDENTIAL WHEN COMPLETE**

Completed applications should be sent to [andrew.lyon@woct.org.uk](mailto:andrew.lyon@woct.org.uk) by 17:00 on Sunday 15th January 2023

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| **SURNAME:** | **FIRST NAMES:** |
| **ADDRESS:**  **POSTCODE:** . | **CONTACT PHONE NO.**  **EMAIL ADDRESS:** |

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| **If you have a disability, please tell us about any adjustments we may need to make to**  **assist you with the selection process:** |

**Do you have any criminal convictions which are not yet regarded as ‘spent’ under the Rehabilitation of**

**Offenders Act 1974 or are there any proceedings against you?**

YES

NO

**If yes, please provide details:**

**To your knowledge are you related to any member or employee of West Oxfordshire Community Transport?**

YES

NO

**If yes, please provide details:**

.

NB. Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed

may be dismissed without notice.

Are there any restrictions on your employment? e.g. do you require a work permit

YES\*

NO

\* If you answer YES please supply details on a separate sheet of paper

# REFEREES

Two references are required both of whom should be able to comment on your work/career background. Please include one from your most recent employer. We will only contact your referees if we make you a provisional offer of employment.

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| **FIRST REFEREE** | **SECOND REFEREE** |
| NAME: | NAME: |
| ADDRESS: | ADDRESS: |
| TEL NO: | TEL NO: |
| EMAIL: | EMAIL: |
| How long have they known you? | How long have they known you? |
| In what capacity? | In what capacity? |

# OTHER

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| --- | --- |
| Notice to be given to terminate present employment?. | Please indicate where you saw the advertisement for this post: |
| I confirm that the information provided on this form is correct to the best of my knowledge. I accept that providing deliberately false information could result in my dismissal.  SIGNED: DATE: | |

EDUCATION & TRAINING (From age 11)

Please give details of qualifications achieved

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| QUALIFICATION  (Type & Subject) | NAME OF SCHOOL, COLLEGE, UNIVERSITY ETC. | | | GRADE/LEVEL ATTAINED | DATE ACHIEVED (MM/YY) |
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TRAINING

Please give details of any training you may have undertaken that may be relevant to the position applied for:

MEMBERSHIP OF PROFESSIONAL BODY

|  |  |  |
| --- | --- | --- |
| NAME OF PROFESSIONAL BODY | LEVEL OF MEMBERSHIP | DATE ACHIEVED  MM/YY |
|  |  |  |

OTHER INTERESTS (VOLUNTARY WORK etc.)

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EMPLOYMENT HISTORY PRESENT EMPLOYER

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| --- | --- | --- | --- | --- |
| FROM | TO | NAME & ADDRESS OF EMPLOYER | POST HELD & BRIEF OUTLINE OF DUTIES | PRESENT SALARY & SCALE/GRADE & REASON FOR  LEAVING |
| . |  |  |  |  |

PREVIOUS EMPLOYERS – Most recent first. Show any gaps in employment and indicate what you were doing in that time, including voluntary work if you wish.

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| --- | --- | --- | --- | --- |
| FROM | TO | NAME & ADDRESS OF EMPLOYER | POST HELD & BRIEF OUTLINE OF DUTIES | SALARY & SCALE/GRADE & REASON FOR LEAVING |
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Continue on a separate sheet if necessary

# Please tell us why you consider yourself to be a suitable candidate for this appointment.

Please make it clear why you are interested in the position, what relevant skills you have and what relevant experience you have to offer. Look carefully at the key criteria in the Person Specification and make sure that you state your skills and experience in relation to those criteria, it will also help if you reference the main duties and responsibilities in the Job Description.

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