

Application Form: Administrator and Receptionist

The deadline for applications is **Midnight on Monday 5th April 2022**. Interviews will be held on **Monday 25 April 2022**. Please be aware that we only contact people who we wish to invite to interview therefore if you have not heard from us within two weeks of the closing date, please assume that on this occasion you will not have been successful.

Please complete all sections of the application and continue on a separate sheet if you need more space. Please put your name on any additional sheets and if sending the application via post, fasten securely to this form. To facilitate equality of opportunity the front sheet (page 1) will not be used during the short-listing process.

Full name:

Full address:

Telephone: (daytime)

(evening)

Email:

REFERENCES

Please give the name, address, telephone number and email of two people who can provide references. Please also state their relationship to you, e.g. employer, college tutor. One should be your current or most recent employer. *References will not be taken up prior to interview.*

1	2
---	---

--	--

Employment

Please give details of all paid employment, with the most recent first. Please state salary/grade for current or most recent posts only.

Employer	Post Held & Description	From	To	Reason for leaving

Voluntary work and other relevant experience

Please give details of all relevant experience, with the most recent first.

Organisation	Post Held & Description	From	To

EDUCATION & TRAINING

Please give details of all education and training you have undertaken or are currently participating in, including details of qualifications gained, with the most recent first.

Institution/ Awarding Body	Course/ Qualification	From	To

SUITABILITY

Please state why you are applying for this post and what you would bring to the role, making particular reference to the criteria set out in the person specification and job description supplied with this application form. *Please continue on a separate sheet if you wish.*

HEALTH

Do you consider yourself to be disabled?

Yes

No

Does this prevent you from meeting any of the working arrangements or duties of this post?

Yes

No

If yes, you are still encouraged to apply as we may be able to make some changes to the working arrangements of this post to accommodate the needs of a suitable disabled applicant.

If called for an interview do you require us to make any particular arrangements?

Yes

No

If yes, please explain below:

REHABILITATION OF OFFENDERS ACT

Positions Exempt from Rehabilitation of Offenders Act

The work you are applying for affords you access to minors/vulnerable adults so it is exempt from the Rehabilitation of Offenders Act 1974. You must therefore provide details of any prosecutions or convictions, including final warnings, reprimands, cautions, bind-overs, supervision orders or care orders and any pending prosecutions which you may have, even if they would be regarded as “spent” under the Rehabilitation of Offenders Act 1974.

Have you any criminal convictions (spent or otherwise), final warnings, reprimands, cautions, bind-overs, supervision orders or secure orders and any pending prosecutions?

Yes No

As part of the appointment process, Wellspring will carry out a Disclosure and Barring Service check on the preferred candidate. This will provide the above information.

If you have answered YES to the above, please provide details of the offence, dates, sentence, fine or other penalty in the box below. Answering “YES” will not necessarily prevent you from being considered for this post. The information will be treated in confidence and will be destroyed if the application is unsuccessful. Deliberate failure to disclose full details is a criminal offence that will result in your application being rejected or may lead to your later dismissal.

Please provide details of any offences, dates, sentences, fines or other penalties:

I apply for the above post and confirm the information I have provided is accurate. I understand that the inclusion of false information or the omission of relevant information may lead to dismissal. I understand that an enhanced Disclosure and Barring Service check will be obtained on behalf of the successful candidate. I consent to Wellspring storing, processing and verifying my application details in accordance with the GDPR 2018.

Signed:

Date:

Thank you for taking the time to complete this application. Please return all forms to:

jobs@wellspringtherapy.co.uk.

Or alternatively via post to: HR, Wellspring Therapy and Training, 78, High St, Harrogate HG2 7LW.