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| **Candidate Reference Number:**  | **ADMMAY25** |
| **JOB TITLE** | Return to: Links Counselling Service |
| Administrator | 23a Castle Lane |
|  | Lurgan |
|  | BT67 9BD |
|  | Or email: jane@linkscounselling.com |
| **PERSONAL DETAILS** (Please complete using block capitals and black ink) |
| Surname |  | Forename |  |
| Address |  |
|  |
|  |
|  | Postcode |  |
| Home Tel No. |  | Mobile Number: |  |
| Email address |
| Where did you see this vacancy advertised? |
| **CURRENT OR MOST RECENT EMPLOYER** |
| Name  |  |
| Address |  |
|  |
|  |
|  |
| Postcode |  | Tel No |  |
| Position held and brief outline of duties |
| Date Started |  | Date Left |  |
| Reason for leaving |
| Job Title |  | Salary |  |
| Notice period (if applicable) |
| **PREVIOUS EMPLOYMENT** Please give details of employment (paid or unpaid) over the last 10 years.**Please give your most recent first** |
| Name & Address of Employer and nature of business | Dates of Employment | Position Held | Reason for leaving |
| From | To |
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| **EDUCATION** Please give details of all qualifications obtained, along with grade and date achieved.**Please give your most recent first** |
| Level:Second/Further/Higher | Dates | Course details and exam results | Date Obtained |
| From | To |
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| **SUPPORTING INFORMATION & EXPERIENCE** (Please ensure when completing this section that you demonstrate that you meet the essential criteria) |
| **Tell us how you meet the essential criteria as stated on the job description:**  |
| **What experience do you have working within a team and what role do you usually take in team environments:** |
| **Do you have any knowledge of mental health or interests/hobbies relevant to the organisation or ethos of the organisation:** |
| **REFERENCES** Please give details of two referees; one must be your current or most recent Line Manager or School or College. References from family or friends are not acceptable |
| **REFERENCE 1** | **REFERENCE 2** |
| Name |  | Name |  |
| Job Title |  | Job Title |  |
| Organisation |  | Organisation |  |
| Address |  | Address |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Postcode |  | Postcode |  |
| Tel No |  | Tel No |  |
| Email address |  | Email Address |  |
| **DATA PROTECTION ACT DECLARATION** |
| The information on the application form will be held and processed in accordance with the requirements of the Data Protection Act 1998.I understand that the information is being used to:* Process my application for employment/sessional work.
* Form the basis of a computerised record on the recruitment system for processing and monitoring purposes.
* Form the basis of a manual job file with other application forms and will be used for processing.
* If appointed, form the basis of a manual and computerised employment record.
 |
| I declare that the information provided on this form is true and complete to the best of my knowledge and belief. I understand that any false or omitted information may result in dismissal or other disciplinary action if I am appointed.Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Please note:**All information received will be dealt with in confidence, consistent with our commitment to safeguard vulnerable adults. |
| **DECLARATION OF CONVICTIONS** |
| See Google Form link below - Declaration and Consent Form. Please complete and date this declaration before returning your application form:<https://docs.google.com/forms/d/e/1FAIpQLSelT61XXeThnkXXaJaDvTjznq1C1NXKqud3eBcd8LKhsbAnww/viewform?usp=sf_link>  |
| **EQUAL OPPORTUNITIES** |
| See Google Form link below – Equal Opportunities Monitoring Form. Please complete this monitoring form before returning your application form:<https://docs.google.com/forms/d/e/1FAIpQLSeKjpF2_c8wRX1v1Gjdf0EcGPQEKGcq5XtQam0Xy7p9GxFglQ/viewform?usp=header> **NOTE:** *You are not obliged to answer the questions on this form, and you will not suffer any penalty if you choose not to do so.* |