

Maidstone Community Support Centre

39 - 48 Marsham Street, Maidstone, Kent. ME14 1HH

Registered Charity No: 295143

Company Reg. No. 2045986

Application for the post of: Administrator (Part-time Mon-Fri)

Please complete and return by email to matt@mcsc.org.uk or by post, marking your envelope:

Administrator (Part-time Mon-Fri)
Maidstone Community Support Centre
39 - 48 Marsham Street
Maidstone
Kent
ME14 1HH

Closing Date: Ongoing until the successful applicants are in post
Interview Date: Ongoing until the successful applicants are in post

PERSONAL DETAILS

Title:

Surname:

First name(s):

Address:

MAIDSTONE COMMUNITY
SUPPORT CENTRE

Telephone No: Daytime:

Evening:

Email Address:

National Insurance Number:

Do you have any special requirements (disabled access, hearing loop etc)?

Education/Qualifications

Schools, Colleges etc attended since the age of 11	Dates		Qualifications Obtained
	From	To	

Further Training

Please list any relevant specialist training, short courses, in-house training etc.

Description of Course	Dates

Present Employment

Employers name and address:

Position held:

Date of appointment:

Salary:

Length of notice required:

Please give a brief description of your current duties and responsibilities:

Previous Employment

From	To	Employer	Position	Reason for leaving

Referees:

Please give details of two people not related to you who may be approached for references as to your suitability for this post. One should be your present employer (last employer if not currently employed) or your college or school tutor. If you are successful in reaching the interview stage, please indicate if these people can be contacted beforehand.

Name:		Name:	
Address:		Address:	
Telephone:		Telephone:	
Relationship:		Relationship:	
Email:		Email:	
May we contact this person before your interview Y/N		May we contact this person before your interview Y/N	

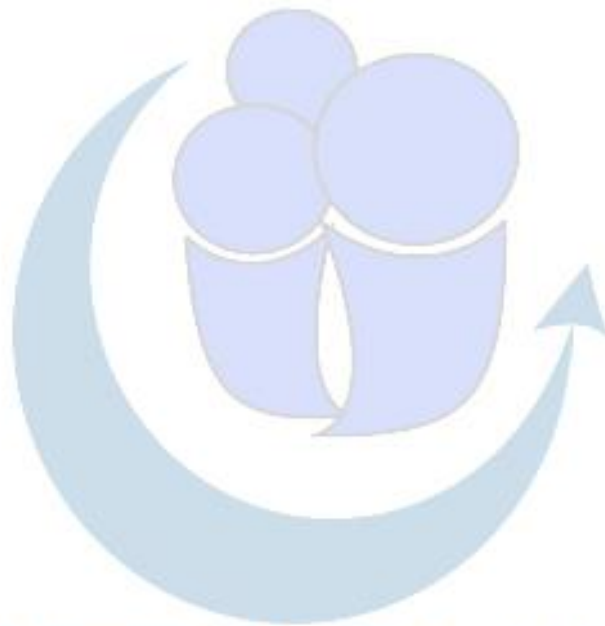
Rehabilitation Of Offenders Act 1974

Given the nature of the vulnerable people attending the Centre, this position is exempt from the Rehabilitation of Offenders Act 1974 and all previous convictions, however minor, must be disclosed. If the application is successful, a Disclosure Barring Service check will be carried out. However, a criminal conviction will not necessarily prejudice your application.

Have you ever been convicted of an offence (including motoring offences)? If <u>YES</u> , please give details:

Supporting Statement

Please use this section to fully demonstrate your skills and how they relate to both the job description and person specification and, if you wish, your reasons for wishing to work in this sector and for applying for this position in particular.



MAIDSTONE COMMUNITY
SUPPORT CENTRE

I confirm that to the best of my knowledge the information given on this form is correct.

Signature:

Date: