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| **Post Applying For:****ADMINISTRATION ASSISTANT**  |
| Please complete all relevant parts of this form clearly in type or dark ink and use additional sheets if necessary. Do not write on the reverse of any page.Please send completed applications by no later than: **MONDAY 13TH DECEMBER 2021****All applications should be submitted via our website:** <https://hr.breathehr.com/v/administration-assistant-19921>Applications received after **12 NOON** on the deadline date will not be accepted.**When submitting your application form via our website, please ensure your full name is part of the file name of the document you upload.** |
| **Access requirements for the application process**We want to make this application process as accessible as possible and supply large print application packs and forms. We will also accept supporting statements in a video or audio format. Please see the supporting statement section (F) for more details.If you have any specific requirements including anything you might need should you get called for interview (e.g. interpreters, information in different formats etc.), or would like to discuss any aspect of the role in confidence, please contact recruitment@stratfordeast.com.**Please note, any information you provide around your access requirements will not form part of the shortlisting process.** |

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| **A. Name** |
| Full name: |

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| **B. Employment** |
| **Present or most recent employment**If you have more than one job, please list one here, and put the other roles in the section below.Name of employer:Address of employer:Nature of business:Post held:Date started:Date finished (if applicable):Salary or fee:Notice required:Brief description of duties: |
| **Previous employment (please list most recent first). Please note we do not accept CVs.** |

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| **C. Education, Training, Qualifications and/or other relevant experience.**Please include any voluntary work relevant to this position. |
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| **D. Other Interests/Hobbies** |
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| **E. Work Permit** |
| Do you require a work permit? (YES/NO)Staff who require permission to work in the United Kingdom will be required to submit the appropriate proof. Documentary evidence should not be sent with the application form, but candidates will be advised if and when it is required. Failure to submit documentary evidence when requested will result in a delay to appointment. |

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| **F. Supporting Statement** |
| **Your statement**In your supporting statement, please talk about why you want this role and demonstrate how you specifically meet the personal specification, giving specific examples as appropriate.**Your supporting statement should be no longer than 2 pages.**We appreciate that some candidates will have needs which mean that it is preferable for them to submit a recorded supporting statement, rather than a written statement.Recorded statements should be:* No longer than 5 minutes, unless longer is needed to meet your access needs
* We welcome application videos in BSL
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| **If you choose to submit a recorded statement, please indicate below.**[ ] I have emailed my recorded statement to recruitment@stratfordeast.com[ ] My recorded statement can be found online. Please paste the link to the statement here:  |
| **Written Statement:** |

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| **Statement** |
| I agree that the above information is correct.Signature:Date: |

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