**NAME:**

**POSITION APPLIED FOR: House Administrator**

The information that you supply in this application form will be used to decide whether to invite you for interview. **CV’s will not be considered. When completed this form should be emailed to: helen.craig@ronaldmcdonaldhouse.co.uk**

**Closing date for receipt of applications is: Noon on 24th March 2021**

**Applications received after this will NOT be considered and only successful candidates will be contacted for interview.**

* **First Interview will be held via Zoom 29th March**
* **2nd Interview will be held at RMH House, 1299 Govan Road, Glasgow, G12 4TE on 1st April. \* Requirements regarding social distancing/mask wearing will be in-place.**

*The Information provided within your application form will be processed in accordance with the General Data Protection Regulation.*

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| **Personal Information** |
| Full Name:  Home Address:  Postcode  Home telephone number:  Business telephone number:  Mobile telephone number:  Email address:  May we contact you at work:  National Insurance Number: |

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| **Referees** | |
| Please give details of two referees. They should be qualified to comment on your ability and experience for this appointment and should include a referee from your current or most recent employer. Ronald McDonald House Glasgow does not accept references from family members.  If you do not wish your current employer to be approached before a verbal offer has been made, please tick the box below. | |
| Name:  Job Title:  Company:  Address:    Postcode:  Email:  Tel No:   |  | | --- | |  |   Do not approach:   |  | | --- | |  |   Can approach: | Name:  Job Title:  Company:  Address:      Postcode:  Email:  Tel No:  Do not approach:   |  | | --- | |  |  |  | | --- | |  |   Can approach: |

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| **Secondary Education (please list subjects passed)** | | | |
| **Standard/’O’ Grade** | **Grade & Date** | **Higher Grade or equivalent** | **Grade & Date** |

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| **Further Education** | | |
| **University or Further Education Establishment** | **Course(s) & Subjects Studied** | **Degrees, Diplomas, Certificates Obtained with Grades and Date** |

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| **Professional Qualifications** | |
| **Name of Awarding Body** | **Qualifications Obtained, Membership of Professional Institution and Date** |
| **Training Courses**  **(please give details of any relevant courses or training undertaken)** | |
| **Provider(s)** | **Course(s) Undertaken and Date** |

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| **Computer Skills (please detail your experience)** |
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| **Driving Licence** |
| **Do you hold a full and current driving licence?**  **Does your licence have penalty point endorsements?**  **If yes, please give details:**  **Do you have use of a car?** |

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| **Asylum & Immigration Act 1996** |
| The Asylum & Immigration Act 1996 makes it an offence to employ anyone who is not entitled to live or work in the UK. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the UK.  Appropriate documentation may include the original of your current passport, or birth/marriage certificate and official evidence of your National Insurance Number.  Do you require a work permit? |

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| **Present or Most Recent Employment** | |
| **Name & Address of Employer:** | |
| **Date From:** | **Date To:** |
| **Position Held:** | **Salary & Benefits/Payments:** |
| **Notice Required:** | **Reason for Leaving:** |
| **Nature of Post (please describe your main duties):** | |

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| **Name & Address of previous Employer(s)** | **From**  **Month/Year** | **To**  **Month/Year** | **Position held, Main Duties and Reason for Leaving** |
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| **Ability to meet essential criteria for the post** |
| **Using the Person Specification please outline how your skills and experience meet the criteria for this post. You must demonstrate that you have the required skills and give examples to illustrate this**. |

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| **Personal Statement in support of application** |
| **Please state your reason(s) for applying for this post.**   |  | | --- | |  | |

**Please continue on a separate sheet if necessary.**

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| **Assistance for people with disabilities** |
| **Do you consider that you have a disability?**  **If YES, are there any arrangements we can make for you if you are called to interview or if successfully employed? Please give details below:** |

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| **Relationship to Staff Members** |
| **If you are related to any member of staff or volunteer of Ronald McDonald House or anyone who has been employed as a staff member in the last 12 months, please provide details:** |

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| **Declaration** |
| **I certify that all statements given above by me on this form are true and correct to the best of my knowledge. I realise that if I am employed and it is found that such information and any other documents associated with the recruitment and selection process is false or that I have withheld information I am liable to dismissal without notice.**  **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Ronald McDonald House Glasgow Scottish Charity No SCO23199

Company Registered in Scotland No 155050

Ronald McDonald House, 1299 Govan Road**,** Glasgow**,** G51 4TE

Tel: 0141 201 1900

Website: www.ronaldmcdonaldhouse.co.uk