|  |  |  |
| --- | --- | --- |
|  | **APPLICATION FORM** |  |
|  |  |  |
| POST APPLIED FOR: | Clinical administrative assistant |  |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Family Name | Title (Mr, Mrs, Miss etc.) |
| First Names | Preferred name (if applicable) |
| Address | Tel No (Home) |
| Tel No (Work) |
| Mobile |
| Email |
| Postcode | Where did you see this post advertised? |

**EDUCATION AND QUALIFICATIONS**

|  |  |
| --- | --- |
| School/College/University | Qualifications |
|  |  |

**TRAINING**

|  |
| --- |
| Vocational, professional or other relevant training qualifications |

**PRESENT OR MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| Employer | |
| Date employment commenced | |
| Period of notice required | |
| Position held | Salary |
| Brief description of role & responsibilities | |

**EMPLOYMENT HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer | Position Held | From | To | Reason for leaving |
|  |  |  |  |  |

**EXPERIENCE AND ABILITIES**

|  |
| --- |
| Please address each item of the person specification to demonstrate what experience, skills and abilities you have that make you a suitable candidate for this position.  You may continue on a separate sheet if necessary |

**REFEREES**

|  |  |
| --- | --- |
| Please give the names of two referees who can confirm that you meet the selection criteria for this post. One referee should be your most recent employer. | |
| Referee 1 | Referee 2 |
| Name | Name |
| Position | Position |
| Address  Postcode | Address  Postcode |
| Email: | Email: |
| Tel No | Tel No |
| Please tick if you do not want us to contact this referee prior to interview | Please tick if you do not want us to contact this referee prior to interview |

Please note that written appointments will not be made until satisfactory references have been received. Appointment will be subject to a satisfactory Enhanced Disclosure and Barring Service check. Proof of qualifications and identity will be required at interview.

**DECLARATION**

|  |
| --- |
| The information on this form is correct, complete and accurate  Signed Date |

Please return your completed application to: [info@seesaw.org.uk](mailto:info@seesaw.org.uk)

Alternatively, you may mail applications to:

Office Manager

SeeSaw

Bush House

2 Merewood Avenue

Headington

Oxford

OX3 8EF

**PLEASE NOTE**: To apply you must submit a completed application form, CV and a covering letter saying why you are applying for the role by **12pm on Friday 4th September 2020.**

Unaccompanied CVs will not be accepted.

**INTERVIEW DATE: 28th September 2020**

Shortlisted candidates will be contacted by email or phone. Unfortunately, we are not able to contact candidates who have not been shortlisted.