

Mashamshire Community Office
7 Little Market Place, Masham, HG4 4DY
Tel: 01765 680200
Registered Charity No.1098666
Company House No. 4481253

CONFIDENTIAL
Application Form

Post Title:	Organisational Support Officer
Closing Date:	Sunday 25 th February 2024
Interview Date:	Wednesday 6 th March 2024
Applications returned via email to:	hayley@visitmasham.com

Title:	
First Name:	
Last Name:	
Address:	
E-mail:	
Phone:	
Date:	

In completing this application form, I confirm that to the best of my knowledge all information contained in this application is correct.

Mashamshire Community Office aims to promote equal opportunities and welcomes all applications. We are registered under the Data Protection Act 1984. Information given on this application form may be recorded on our computer database.

All applicants are required to complete the following application form. Please read the job description carefully and fill in all sections of the form illustrating how your skills and experience match what the role requires.

Complete the form electronically so that it may be emailed back as an attachment to hayley@visitmasham.com by Sunday 25th February 2024.

EMPLOYMENT HISTORY

Please give details of any previous employment including dates, employers' name and address, your job title and main work responsibilities.

MOST RECENT FIRST.

If you are currently employed, what notice do you have to give?

EDUCATION & TRAINING

Summarise your most recent and/or relevant education and training with qualifications gained, if any. Please include date, details of course and school/college etc.

INFORMATION IN SUPPORT OF YOUR APPLICATION

Please outline the experience, knowledge, skills and abilities you can offer to fulfil the requirements set out in the Job Description. These may be acquired through paid or voluntary work, leisure activities or in other aspects of your life.

Driving License

Are you able to drive or make arrangements to be driven?	Yes []	No []
Do you hold a driving license?	Yes []	No []
Have you any endorsements?	Yes []	No []
(If yes please detail)		

THIS POST

Please state here briefly (not in a covering letter) your reasons for applying for this post:

HEALTH/DISABILITY

Information you provide will not adversely affect your application.

Please describe anything about your health or any disability that may affect the way in which you would do the job, including any special requirements you may need from us. Mashamshire Community Office is accessible for disabled people and we would make every effort to make reasonable adjustments to meet an individual's requirements, however applicants should be aware that we cover a large rural area and some posts may require visiting people in their own homes. Please ring if you would like to find out about any aspects of the post that would affect your disability.

Rehabilitation of Offenders Act, 1974

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Applicants are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be completely confidential. Please supply any such information in a separate sealed envelope which will only be opened if you are shortlisted; otherwise it will be returned unopened.

REFERENCES

Please give the names and contact details of two referees. If appropriate, one should be a current or most recent employer.

*Please put an "X" in the box marked * if we should not approach before interview.*

Name:
Address:

Telephone:
Email:

*[]

Name:
Address:

Telephone:
Email:

*[]