

Mortal Fools - YMCA Northumberland,

North View, Ashington, Northumberland

NE63 9XQ

Spetchells Centre

58 Front Street

Prudhoe, Northumberland,   
NE42 5AA

Telephone +44 (0)191 580 1250

**SECTION A: Personal Details**

**Instructions to candidates:**

• Mortal Fools operates a ‘blind’ application process; sections A-C and H of this form are held  
 for administration purposes only and will not be seen by the shortlisting or interview panel.

• Please read the instructions carefully for each section of the form.

Once completed, please email this form to admin@mortalfools.org.uk with the subject:   
**Application: Senior Administrator**

**Section A**

**Section B**

**Section C**

**Section D**

**Section E**

**Section F**

**Section G**

**Section H**

Personal Details

Education Institutions Attended

Additional Information

References

Qualifications and Training

Work History and Transferrable Skills

Application Questions

Equal Opportunities

Administration Use

Administration Use

Administration Use

Administration Use

Shortlisting

Shortlisting

Shortlisting

Administration

|  |  |
| --- | --- |
| Position Applied For |  |

|  |  |
| --- | --- |
| Surname |  |
| First Name(s) |  |
| Home Address |  |
| Home Telephone No: |  |
| Work Telephone No: |  |
| Email Address: |  |

**Section B: Education (Secondary, Further / Higher)**

NB: Please do not list qualifications here; they should be listed in Section E

|  |  |
| --- | --- |
| **Schools, colleges, universities or institutes  of further education attended:** | **Dates Attended:** |
|  |  |

**Section C: Additional Information**

**Q1:** Do you need a work permit to work in the UK? Yes\* / No

If Yes to above, please state if you hold a current work permit and its expiry date.

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**Q2:** Where did you see this vacancy advertised?

|  |
| --- |
|  |

**Q3:** Have you ever been convicted of a criminal offence (other than convictions that are considered   
 spent under the Rehabilitation of Offenders Act 1974)? Yes\* / No

\*if Yes, please give details on a separate sheet

Mortal Fools is committed to safeguarding and promoting the welfare of children.   
Some vacancies may require enhanced DRB checks.

**General Data Protection**

Information provided by you in this application or other relevant information supplied during the selection process (and any employment which may follow) may be held on computer and used for any lawful purpose relating to employee/Personnel administration and management.

In the event that it is found the information submitted on this application form is not correct, Mortal Fools reserves the right to dismiss you from employment for a fraudulent application.

**Section D: References**

Please give names, work telephone numbers and occupations of two people who can be contacted to verify the information contained within this application and know your work well, one of whom should be your present or most recent employer. Referees will normally be contacted after the recruitment day.

May we approach your referees without further permission? Yes / No

|  |  |
| --- | --- |
| Name: |  |
| Work Telephone No: |  |
| Work email: |  |
| Occupation: |  |
| Relationship: |  |
| Years known to you: |  |

|  |  |
| --- | --- |
| Name: |  |
| Work Telephone No: |  |
| Work email: |  |
| Occupation: |  |
| Relationship: |  |
| Years known to you: |  |

**I declare that the information contained in this application is correct.**

|  |  |
| --- | --- |
| Signature |  |
| Date |  |