**SECTION E: Qualification and Training**

NB: Please do not list the institutions you attended, only the qualifications gained.

If you would prefer to complete this part of your application via video submission, please upload your video to either YouTube, Vimeo or Google Drive, and email us a private link.

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

|  |  |
| --- | --- |
| **Date of Qualification** | **Qualifications gained, including subject and grades (or expected results)**  **e.g. GCSE, A-Level, BA Hons** |
|  |  |

|  |
| --- |
| **Any other relevant courses or qualifications** |
|  |

|  |
| --- |
| **Details of any professional membership if applicable** |
|  |

|  |
| --- |
| **Details of activities relevant to the post applied for (e.g. hobbies)** |
|  |

**Section F: Work History & Transferrable Skills**

We prioritise working with people who share our values and who can demonstrate **applicable skills and competencies**, even if this is not in the same line of work.

Please include examples of paid and voluntary work that you consider relevant to the role.

If listing freelance work, please include the names of the specific organisations you worked for, for how long, and what that specific role or commission entailed wherever possible.

**Please delete/add rows as necessary.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Organisation/ Company Name** | **Job Title** | **Brief description of main duties** |
| e.g. Apr 17-Sep 17 | e.g. Boots | e.g. Sales Assistant | e.g. Dealing with customer enquiries |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section G: Application Questions**

Please answer the following 2 questions in no more than 2–3 sides of A4

**Q1:** What is it about Mortal Fools that makes you want to work with us and why is our type of work  
 important to you?

|  |
| --- |
|  |

**Q2:** With reference to the Key Responsibilities and Person Specification listed in the Candidate Pack,  
 please use this space to explain clearly how you demonstrate the necessary skills, experience,  
 and personal qualities for this role. Include practical examples.

|  |
| --- |
|  |

|  |
| --- |
| **Additional Information** |
| **Please use the space below to tell us anything we should know about your general availability.**  Please note: Please include details here about any current notice periods.  This will not affect your application, but it is useful to know for administrative purposes. |
|  |
| **Anything else you would like to tell us in support of your application:** |
|  |

|  |
| --- |
| **DECLARATION** |
| **I declare that the information on this form is true and complete:**  **Signature: Date:**  Please note there is no need to have an original signature on the form if you are emailing it back to us.  In emailing the form we accept that you are declaring that the information contained within the application is correct. |