

# Application Form

# Confidential

Please complete this form clearly in type or black ink and return to:

Mind in Camden Recruitment, Barnes House, 9-15 Camden Road, London NW1 9LQ or by email to recruitment@mindincamden.org.uk

If the form is not legible, it will not be considered. Also please note that CVs will not be considered.

Application for the post of: Office Manager - 21 hrs

Closing Date: 5.00pm on Friday 7th March 2025

Interview Dates:

*Please note this is a two-round interview process:*

First Round: Monday 17th March 2025

Second Round: Monday 24th March 2025

 You will be informed if you are offered a second-round interview

Personal details

|  |  |
| --- | --- |
| Title & pronoun |  |
| First Name |  |
| Last name |  |
| Address & Postcode |  |
| Email  |  |
| May we contact you via your email address? |  [ ]  YES [ ]  NO |
| Telephone numbers (home/mobile/work – ideally more than one) |  |
| When may we contact you by phone e.g. day/evening/anytime? |  |

employment HISTORY (YOU CAN INCLUDE VOLUNTEER WORK)

#### Please give details of your current or most recent employment. CVs will not be considered.

|  |  |
| --- | --- |
| Name and address of employer: | Type of business: |
| Your job title: |
| Your main duties and responsibilities: |
| Basic salary p.a: |
| Dates of employment: | Notice period required: |

#### Please give details of previous employment beginning with the most recent.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| your Job Title | Name and address of employer | Main duties | Dates employed | Reason for leaving |
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| Please explain any gaps in your employment history: |

TRAINING and Qualifications

Please give details of relevant training and qualifications obtained, including dates.

|  |  |
| --- | --- |
| Title of training programme/courseand brief description | Certificates/qualifications gained & date |
|  |  |
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##### Professional Association Membership

|  |  |  |
| --- | --- | --- |
| Name of professional association | Year of membership | Grade/level |
|  |  |  |
|  |  |  |
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|  |  |  |

**Personal statement**

Please answer the questions below and confine your answers to the word limits. CVs will not be considered.

|  |
| --- |
| *Please describe your key skills and strengths, with reference to the personal statement*  *- no more than 500 words* |
| *Please describe your experience of managing an office previously along with handling a varied workload in a busy environment and comment on why you would be a good fit for this way of working - no more than 500 words* |

**REFERENCES**

Please provide details of two referees. One referee must be your current (or most recent) employer and the other a previous employer. We would like your references to cover the last three years of employment.

If you have not been in paid employment, your referee may be the head of an educational or training establishment and/or the manager of a voluntary group for which you have worked. Please do not use friends or relatives.

Referees will not be contacted unless you are offered a position at Mind in Camden.

|  |  |  |
| --- | --- | --- |
|  | **First Referee** | **Second Referee** |
| Full name |  |  |
| Capacity in which they know you |  |  |
| Job Title |  |  |
| Organisation |  |  |
| Address |  |  |
| Telephone |  |  |
| Email  |  |  |

**Relatives**

Are you related to, or have friendships with, any of the trustees or staff employed by Mind in Camden?[ ]  **Yes** [ ]  **No**

If yes, please state their name and your relationship to them:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**eligibility to work**

|  |
| --- |
| Do you require a UK work permit [ ]  **Yes** [ ]  **No**If yes, please give details: |

**CRIMINAL RECORD CHECK**

|  |
| --- |
| *Our work is with children and young people and vulnerable adults and we are required to undertake a criminal record check for all posts. This will only be done if you are offered the post.*Have you had any criminal convictions? [ ]  Yes [ ]  NoHave you had any convictions for abuse, or been the subject of any abuse enquiry or investigation? [ ]  Yes [ ]  No |

Please state where you heard about this post: ……………………………………..

**Declaration**

I certify that, to the best of my knowledge, the information I have provided on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or render me liable to dismissal without notice.

**I also confirm I have completed this form myself. No artificial intelligence (AI) has been used.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**