**Application Form**

**Receptionist / Administrator**

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| **To apply for this role, please complete the Application and Equal Opportunities Monitoring Form and send along with a covering letter and your CV to** jobs@nofitstate.org**, marking** Receptionist/Administrator Application **in the subject field by** 5pm on Thursday12th December. |
| Job applied for: **Receptionist/Administrator**  Ref: **RP1219** |
| **Personal Details**  Name:  Address:  Postcode:  Telephone/mobile number:  Email: |
| **Education and training**  Please list any educational qualifications and/or relevant training courses that you have attended (including institution and dates). |

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| **Employment and work experience**  Please tell us about any relevant work experience (formal or informal, paid or voluntary). Please give brief details of your employer, your main roles and relevant dates. |
| **Supporting information**  Please explain why you are interested in this role with NoFit State, what personal qualities you would bring to the position, any examples of projects you may have worked on that are relevant to this position and any further information you feel will help us when short listing (maximum 750 words). |

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| **References**  Please give name, position and contact details for two referees, including your present/most recent employer.  Normally we contact referees only after an offer of employment has been made. Do you have any objection to the reference being obtained prior to interview?  YES / NO  If you are currently employed, what notice are you required to give? |
| **Data Protection:** NoFit State will process the personal data in this application form in accordance with GDPR 2018. The personal data will be used for the purposes of recruitment for the position specified in this application form and other similar positions that NoFit State considers might be suitable for you. The personal data will also be used for the purposes of monitoring NoFit State’s equal opportunities policies. By signing this form you consent to the processing of sensitive personal data (e.g. health information) by for the purpose of this application |
| **Disabled Applicants**  NoFit State will endeavour to enable the widest response to employment vacancies through its recruitment procedure and will consider all disabled applicants who meet the person specification and fulfil essential criteria required.  Please inform us of any access, equipment or additional requirements you may have in order that we may accommodate these at interview. |
| **We undertake a rigorous selection process and have a duty to safeguard the welfare of children and young people. Should an offer of employment be made, proof of identity will be required, references will be checked and a Disclosure and Barring Service check may be undertaken where appropriate.** |
| **Monitoring of recruitment advertising**  Please state where you saw this position advertised. |
| **Declaration**:  I certify that the information given on this form is, to the best of my knowledge, true and complete. I understand that should my application proceed to an interview, I will be required to produce supporting documentation as evidence of my qualifications, previous experience, and eligibility for employment in the UK.  Signed……………………………………….. Date............................  Print name……………………………………  NB Any false statement may be sufficient cause for rejection or, if employed, dismissal. |