# Bristol Disability Equality Forum

# Admin Job Application Forum

## Section One: Referees – one must be your most recent employer

### Reference 1:

Company/organisation:

Address:

Name of referee:

Occupation/Relationship:

Email:

Tel. No.:

May we contact them before inviting you for interview?

### Reference 2:

Company/organisation:

Address:

Name of referee:

Occupation/Relationship:

Email:

Tel. No.:

Can we contact them before inviting you for interview?

## Section 2: Education and training

Education– list each school, college or other educational institution attended, stating the dates you started and left, and any educational or professional qualifications you obtained while there.

Training **-** list any work-related training you have received with details of the training provider, qualification obtained and your course start and finish dates.

## Section 3: Employment

### Paid work -

Please list **all** jobs and employers over the past 10years, and any other relevant employment, in the format laid out below. Provide the details of each post separately.

**Employer’s name**:

**Employer’s address**:

**Your Position**:

**Dates of employment**:

**Role and duties**:

**Dates you started and left this employment:**

**Reason for leaving**:

### Voluntary work -

Please list all volunteering over the past 10years, and any other relevant volunteering, in the format laid out below. Provide the details of each role separately.

**Organisation name**:

**Organisation address**:

**Role and responsibilities**:

**Dates you started and left this volunteering**:

## Section 4: Further Information

4.1.1 How well does your knowledge and experience match the job description? Please indicate by placing a number in the box alongside each element below, e.g. if you have extensive knowledge of the barriers and issues Disabled people face, enter a 10.

### Essential Knowledge and Experience -

1. Writing and formatting publicity.
2. Writing and formatting reports.
3. Using a database.
4. Working knowledge of Microsoft Office (including Excel) and other common software.
5. Experience of developing/maintaining paper filing systems.
6. Experience of developing/maintaining digital filing systems.
7. Knowledge and experience of using the internet for research, uploading to websites and social media postings.
8. Experience of photocopying, printing and collating documents.

**4.1.2**  How well do your abilities and aptitudes match the job description? Please indicate by placing a number in the box alongside each element below, e.g. if you have extensive experience of and skills in co-design, enter a 10.

### Essential Abilities and Aptitudes

1. Welcoming, friendly and courteous manner.
2. Ability to work alone and as part of a team.
3. A flexible approach to the work.
4. Ability to show initiative whilst remaining accountable.
5. Ability to proof-read effectively.
6. Ability to administer petty cash, invoices and orders using Excel.
7. Ability to maintain, manipulate and develop information systems securely and confidentially.
8. Ability to check information is current and accurate by searching and cross-checking, before proof-reading it.

**4.3 Evidence of Knowledge and Experience Criteria:**

Please provide evidence and examples that illustrate how you meet each of these criteria. (Continue a separate piece of paper if appropriate)

**4.4 Evidence of Abilities’ and Aptitudes’ Criteria:**

Please provide evidence and examples that illustrate how you meet each of these criteria. (Continue a separate piece of paper if appropriate)

**Thank you for applying to work for Bristol Disability Equality Forum.**

**Please return this form to** **laura.bristoldef@gmail.com** **before the deadline for applications indicated in the job advertisement.**