

## Aviemore and Glenmore Community Trust

### Application Form for the post of Administrator

This application form is designed to ensure our short listing panel only receive information relevant to the job that is being applied for. Please read the relevant application information document prior to completing this form. If you have any queries about AGCT's recruitment process or any problem completing this form, please email [info@aviemoreglenmoretrust.org](mailto:info@aviemoreglenmoretrust.org)

VACANCY DETAILS	
Post Applied for	Administrator

#### Personal Information

Full Name	
Address	
Contact Tel No.	

Can you be contacted on the above numbers during the day?

E-mail address	
Date of Birth	
National Insurance Number	

Work Permits
Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?

<b>Do you have:</b>	
A full current driving licence?	Y N
Use of a car every day?	Y N

## Employment History

Current or most recent employment	
Name of Employer	
Address of Employer	
Position Held	
Dates of employment	
Salary	
Notice Period	

**Please give information about your current or most recent post – describe in particular your duties and achievements relating to the job description and person specification. Please use a continuation page if required.**

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**Employment History (continued)**

Please list your employment history starting with the most recent. Describe briefly your responsibilities and achievements in each post. Please use a continuation page if required.

<b>Employer Name and Address</b>	<b>Position</b>	<b>Dates of Employment</b>	<b>Responsibilities/Achievements &amp; Reason for leaving</b>

## Personal Statement

Use this section to explain how you meet the person specification criteria for this role including:

- your previous experience (including any voluntary work, projects undertaken, study and membership of organisations )
- your personal qualities
- why you want this job

Please refer to the skills profile in the application information to help you complete this section

## Education and referees

<b>Education</b> Please list all your qualifications starting with the most recent first.		
<b>Institution or Body awarding qualifications</b>	<b>Qualification obtained</b>	<b>Dates</b>

<b>Referees</b> Please provide the contact details of 2 referees. One referee should be your line manager from your most recent employment		
	<b>Referee 1</b>	<b>Referee 2</b>
<b>Name</b>		
<b>Position</b>		
<b>Organisation</b>		
<b>Address</b>		
<b>Telephone No.</b>		
<b>E-mail address</b>		
<b>May we request a reference prior to interview?</b>		

**Other information**

**Flexible Working**  
The role requires flexible working hours. Please state the hours you would be available to work

Is there any disability or condition which you would wish us to be aware of?  
If so, please give details.

**DECLARATION**

**I declare that the information I have provided on this form is accurate and truthful.**

**Signature** .....

**Date** .....

[Please return your completed application by post or email by 14:00 on Friday 10th May](#)

Late applications will not be accepted. Only applications made using this form will be accepted. We recommend that you keep a copy of your application.

Please return your form by email to [info@aviemoreglenmoretrust.org](mailto:info@aviemoreglenmoretrust.org)

Receipt of all submitted applications will be acknowledged.

It is anticipated that interviews for shortlisted candidates will take place within two weeks of the application closing date. The interviews will be in Aviemore

You will be contacted by email if you have been shortlisted for our assessment panel. We will endeavour to contact unsuccessful applicants also by email.