# Guidance notes: Applicant Information Form (Part 1)

Please read these notes carefully **before** completing the application form.

1. Complete all sections of this form (Part 1) and the Applicant Statement Form (Part 2).

2. **Please do not send your CV** as this will not be accepted in place of, or in addition to, completed application forms.

3. This form is used for administration purposes to track your application.

4. Completed application forms for the Administrator position with Reconciliation Initiatives must be received by **9.00am UK time on Monday, 13 February 2023.**

5. Send your completed application forms, parts 1 and 2, by email to administrator@reconciliation-initiatives.org, with the subject: **Administrator Job Application**. Your Applicant Information Form (Part 1) will need to be submitted as a scanned PDF document showing your signature. Your Applicant Statement Form (Part 2) should be submitted as a Word document.

6. You will receive an email acknowledgement from us when we receive your application. If you have not heard from us within two working days of sending the application to us, please email administrator@reconciliation-initiatives.org. After shortlisting has taken place, you will be notified by email of the outcome of your application.

7. Interviews will be held on Monday 20 February, at St Michael’s House, Coventry Cathedral, unless we let you know otherwise**.**

8. It is not necessary to provide references at the application stage. We will request references from the successful candidate at the point of making an offer of employment.

9. If you have questions about the advertised position, please contact our Executive Director, Alastair McKay, at director@reconciliation-initiatives.org, or our current Administrator, Debbie Niblett, at administrator@reconciliation-initiatives.org. Either of us is happy to fix a time for an informal conversation.

**Applicant Information Form (Part 1)**

Top of Form

|  |  |
| --- | --- |
| Post applied for: | **Administrator, Reconciliation Initiatives** |
| Please tell us how or where you heard about this vacancy:  |  |

Bottom of Form

**1) Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | Title |  |
| Forename(s) |  |
| Name used(if different) |  |
| Address |  |
|  |
|  | Postcode |  |
| Mobile |  |
| Landline |  |
| Email |  |

**2) Declaration**

By my signature on this application, I hereby certify that the information that I have given to you on this form is correct to the best of my knowledge. I agree that the information on this form may be used for registered purposes and storage under the Data Protection Act 1998.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |