**

Richmond Parish Lands Charity

*Registered Charity No. 200069*

GRANTS & OFFICE ADMINISTRATOR

Application Form

(Please use the ‘tab’ key to move through the fields)

Application Deadline: 21 August 2020

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PERSONAL DETAILS | | | | | | | | | | | | | | | | | | |
| First Name: | | |  | | | | | Family Name: | | | | |  | | | | | |
| Address: | | |  | | | | | Mobile No. | | | | |  | | | | | |
| Telephone No. | | | | |  | | | | | |
| Email: | | |  | | | | | | | | | | | | | | | |
| PRESENT EMPLOYMENT / STATUS | | | | | | | | | | | | | | | | | | |
| Employer | | | | Employer’s Address | | | | |  | | | | | | | | | |
|  | | | |  | | | | | Job Title: | | | | | |  | | | |
| Date Appointed: | | | | | |  | | | |
| Notice Required: | | | | | |  | | | |
| When able to start: | | | | | |  | | | |
| Responsibilities: | | | |  | | | | | | | | | | | | | | |
| SECONDARY & FURTHER EDUCATION | | | | | | | | | | | | | | | | | | |
| School/College: | | |  | | | | | | | | | From: | |  | | | Until: |  |
| ‘A’ Levels / IB : | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| University/Other | | |  | | | | | | | | | From: | |  | | | Until: |  |
| Degree/Qual. | | |  | | | | | | | | | | | | | | Grade: |  |
|  | | | | | | | | | | | | | | | | | | |
| RECENT PREVIOUS EMPLOYMENT | | | | | | | | | | | | | | | | | | |
| Employer: | | |  | | | | | | | | | From: | |  | | | Until: |  |
| Post Held: | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| EXPERIENCE IN OFFICE ADMINISTRATION | | | | | | | | | | | | | | | | | | |
| Organisation: | | | | |  | | | | | | | | | | | | When: |  |
| Main responsibilities? | | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Organisation: | | | | |  | | | | | | | | | | | | When: |  |
| Main responsibilities? | | | | |  | | | | | | | | | | | | | |
| VOLUNTARY SECTOR EXPERIENCE *(up to 3 paragraphs please)* | | | | | | | | | | | | | | | | | | |
| Describe community or voluntary work you have done that may be relevant to the post. | | | | |  | | | | | | | | | | | | | | |
| SUPPLEMENTARY DATA *(up to 3 paragraphs please)* | | | | | | | | | | | | | | | | | | |
| What added value do you think you could bring to RPLC and its work particularly in its use of digital media, IT and updating content on the website? | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| SUPPORTING INFORMATION *(up to 3 paragraphs please)* | | | | | | | | | | | | | | | | | | |
| Any other information that shows you have the skills for this position as outlined in the Role Description and Person Specification? | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| MARKETING | | | | | | | | | | | | | | | | | | |
| Where did you hear about this position? | | | | | |  | | | | | | | | | | | | |
| REFERENCES | | | | | | | | | | | | | | | | | | |
| Please give the name of two referees who have agreed to give references and who have a knowledge of your work and character. We shall only take up references, with your consent, after shortlisting. | | | | | | | | | | | | | | | | | | |
| Professional Referee | | | | | | | Personal Referee | | | | | | | | | | | |
| Name: |  | | | | | | Name: | | |  | | | | | | | | |
| Email: |  | | | | | | Email: | | |  | | | | | | | | |
| Tel: |  | | | | | | Tel: | | |  | | | | | | | | |
| Capacity known: | | |  | | | | Capacity known: | | | | |  | | | | | | |
| CONFIRMATION | | | | | | | | | | | | | | | | | | |
| By putting your name in the ‘Signature’ box and completing the ‘date’ field you are confirming that the statements made in this application are true to the best of your knowledge and belief. Please note that knowingly giving incorrect information on this application could lead to termination of employment. | | | | | | | | | | | | | | | | | | |
| Signature: | |  | | | | | | | | | Date: | | | | |  | | |

Having completed the above form, please email the form to the RPLC Director, together with a Letter of Application, so that they arrive by noon on 21 August 2020

[director@rplc.org.uk](mailto:director@rplc.org.uk)

07932 736 031

RPLC, Vestry House, 21 Paradise Road, Richmond TW9 1SA

*(Usual office Tel: 0202 8948 5701 – office temporarily closed)*

www.rplc.org.uk