

**APPLICATION FORM FOR PART-TIME ADMINISTRATIVE ASSISTANT**

Please complete the form using BLOCK CAPITALS.

Where did you hear about or see this post advertised?

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**PERSONAL DETAILS**

Title (Mr/Mrs/Miss/Ms/Other)

First Name Surname

Address

Post Code

Telephone numbers: Home Mobile

E-mail

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**EDUCATION and/or EMPLOYMENT HISTORY**

Please give details of your CURRENT (OR MOST RECENT) education and/or employment and indicate if it is full-time, part-time or voluntary. You may also wish to include RECENT (OR OLDER) education and/or employment if this is relevant to the application.

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**SUPPORTING INFORMATION**

Explain why you think you would be the best candidate for this post. Identify any relevant skills, training, knowledge or experience which you consider relevant to this application.

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**INTERVIEW ARRANGEMENTS AND AVAILABILITY**

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

Are there any dates when you would not be available for interview?

When would you be available to start working for Bereavement Care?

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**RIGHT TO WORK IN THE UK**

Do you need a work permit to work in the UK? YES / NO (Please circle)

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**REFERENCES**

Please give details of two referees; these could be your current or most recent employer, teacher or lecturer at your school/college/university, community/religious leader etc. We will only contact your referees subject to appointment.

**REFEREE 1**

Name

Position

Address

Postcode

Telephone number

Mobile (if available)

E-mail

**REFEREE 2**

Name

Position

Address

Postcode

Telephone number

Mobile (if available)

E-mail

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**DISCLOSURE AND BARRING SERVICE**

Bereavement Care requires all employees to hold a DBS (Disclosure and Barring Service) disclosure.

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**DECLARATION**

I declare that to the best of my knowledge the information given on this form is correct.

Signed Date

Please return this application form by e-mail to **admin@bereavementcareandsupport.co.uk**

or by hand/post to **Bereavement Care, The Lodge, 64 Pinner Road, Harrow HA1 4HZ**

**APPLICATION CLOSING DATE: 21st SEPTEMBER 2025**