

MRS Independent Living
Unit C1, 3 Bradbury Street,
London,
N16 8JN
Tel: 0330 380 1030



Email: jobs@mrsindependentliving.org

Notes To Applicants for Post of Part-time Administrator

Completing the application

- o Check that you receive with this application form:
 - o an information sheet about this position containing a job description and person specification
 - o a monitoring form
- o Please fill in the details in the application form below
- o Please be sure you provide the written statement required. You should refer to the Person Specification
- o If because of a disability you need to use a different medium to make your application please contact us as soon as possible to make arrangements for this.
- o Please return the application form and monitoring form by **Monday 17th July at 9. 30 am.** by email to jobs@mobilerepairservice.org.uk .

WE ARE UNABLE TO ACCEPT LATE APPLICATIONS

Please Note

- o We will acknowledge receipt of e-mails
- o Shortlisting will take place shortly after the closing date.
- o If you do not hear from us within one week of the closing date, please assume that your application has been unsuccessful.

Thank You for your interest in this post.

APPLICATION (2 PAGES)



RETURN BY 9.30 AM on Monday 10th July 2017:
To: jobs@MRSindependentliving.org

POST YOU ARE APPLYING FOR		Part-time Administrator	
LAST NAME		FIRST NAME	
ADDRESS			
	POSTCODE		
TEL NO		EMAIL	
WHEN COULD YOU START WORK ?			
Contact details of 2 references. At least one should be your most recent employer. Please note we will not take these up unless you are short-listed for this post..			
Reference 1:			
Reference 2:			
DECLARATION			
You are eligible to work in the UK		YES	NO
DETAILS OF ANY QUALIFICATIONS? <i>Qualification/ level</i>	<i>Date acquired</i>	<i>Awarding Body</i>	
EMPLOYMENT – (at least last 3 posts)			
<i>Employer</i>	<i>Position</i>	<i>Dates</i>	<i>Reason for leaving</i>

Written Statement in support of your application: Please say in no more than 300 words why you are applying for this position. In your statement you should demonstrate that you understand the job description and that you meet the requirements in the person specification.		

