



### Application Form for Post of Administrative Assistant (Maternity Cover)

#### Section 1

Full name and Title:	
Marital Status	
Any surname(s) you have previously been known by:	
Date and place of birth	
Address:	
Postcode:	
Previous address(es) if you have lived there less than five years, with dates at each place (continue on separate sheet if necessary):	
Telephone & email	
Do you hold a current driving licence?	

#### Section 2

##### Educational Background:

Please list schools, colleges, and universities attended since the age of 11 with relevant dates

Institution	Address	Dates

Please list any academic and other relevant qualifications with dates and grades gained

<b>Subject:</b>	<b>Grade</b>	<b>Date</b>

Please give details of your gap year / employment history

<b>Employer</b>	<b>Address</b>	<b>Position Held</b>	<b>Dates</b>

Please give the name of the church you currently attend, and ways you have been involved.

**Please say why you would like to do the job, and how you feel you have the necessary skills and experience.**

**Please give the names, addresses and telephone numbers of two referees, preferably one male and one female. Your referees should be people who know you well now, and who have known you for at least three years. One referee should be able to give a reference about your work.**

**Referees should not be employees or trustees of Kidz Klub Coventry or their spouses.**

Name of referee and title:		
Address:		
Postcode:		
Telephone:		
Email:		

### **Declaration:**

**I have read the Job Description and I confirm that all information given by me in connection with this application is, to the best of my knowledge, complete and accurate. I understand that the successful candidate will be required to apply for an Enhanced Disclosure from the Criminal Records Bureau.**

**Signature:**

**Name:**

**Date:**

### **Applications:**

**Applications should be made by email to [kidzklubcov@gmail.com](mailto:kidzklubcov@gmail.com) or by post to Sarah Adamson, Team Leader, Kidz Klub Coventry, Westwood Church, 45 Westwood Heath Road, Coventry, CV4 8GN**