



**BEESTON MEMORY CAFÉ
APPLICATION FORM
BEESTON MEMORY CAFE CAFÉ - ADMINISTRATIVE SUPPORT OFFICER**

Name	
Address	
Postcode	
Email	
Tel no's: Landline	Mobile

EXPERIENCE, INTERESTS AND SKILLS

Relevant experience: please list dates giving the most recent first
Relevant qualifications or courses undertaken: please give dates and awarding body and place of study

Please tell us why you are applying for this role and what personal skills and aptitudes you will bring:

CONFIDENTIAL DECLARATION

Either:

- I am not aware of any reason why I am not able to undertake the role for which I am applying

Name

Former name

Signed

Date

Or:

- There are matters that I need to declare before any appointment can be considered.

These are outlined here:

Name

Former name

Signed

Date

REFEREES: Please provide names and contact details for two people who have known you for at least 2 years, one of whom should be a current or previous employer.

	Referee 1	Referee 2
Name		
Address & Postcode		
Email		

Do you consider yourself to have a disability? Yes No

If yes, please tell us if there are any reasonable adjustments, we can make to assist you in your application or with our recruitment process

I confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my contract being terminated.

Signed.....Date.....

Please return completed forms to: Karen Bennett,
Beeston Dementia Friends
4 Ferndale Close, Attenborough, Nottingham. NG9 6AQ

Or by email to: info@beestonmemorycafe.com

Closing date: Friday 14th December 2018

Interview date: Tuesday 8th January 2019 (am)

Those shortlisted for interview will be notified by: Friday 21st December 2018

Data Protection information:

Beeston Memory Cafe will not disclose your name or contact details to other volunteers, guests or supporters within the Cafe or to external bodies without your express consent

Beeston Memory Cafe will retain this application form and the references received throughout your period of employment with the Cafe. It will be destroyed within 6 months of you permanently ceasing to volunteer at the Cafe.

I give my consent to be contacted by Beeston Memory Cafe about Cafe sessions, related events and news by:

Email Telephone Letter

Signed.....Date.....
