

**Application Form**

*Confidential*

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| **Details of Post Applied For** | |
| Position Applied For  (Please specify areas of interest for speculative applications). | Group Administration Assistant |

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| **Applicant Details** | | | | | | |
| Title (Mr/Mrs/Miss etc) | | Miss | | | | |
| First Name | | Seraphina | | | | |
| Middle Name (s) | | Namine | | | | |
| Last Name | | Lorell | | | | |
| Previous Name | |  | | | | |
| Mobile phone number | | 07879330931 | | | | |
| Home telephone number | |  | | | | |
| Email Address | | [Seraphina.kokko.lorell@gmail.com](mailto:Seraphina.kokko.lorell@gmail.com) | | | | |
| Address | | 3 Addison Drive, Oxford, OX4 3DU | | | | |
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| Post Code | | OX4 3DU | | | | |
| National Insurance Number | | JM 37 53 26 C | | | | |
| **Present or Most Recent Employment** | | | | | | |
| Title of Post | | | Admin Support | | | |
| Dates Post Held | | | From | Jan 2019 | To | Ongoing |
| Responsibilities and Achievements  If a teaching/lecturing role, please include subject taught and age range. | | | Processing invoices and payments from the web hosted CRM tool to Sage One  Reconciling bank transactions in Sage One to offline transaction  Running AP and AR ledgers inhouse until passing off to the out of house accountant | | | |
| Name of Institution/Employer | | | DMK Media | | Number on Roll |  |
| Address | | | 10 Highworth Place, Witney | | | |
| Full or Part Time | | | PT | | Permanent or Temporary | Temporary |
| Salary Details | Scale, e.g. Main Scale | |  | | Salary Point | £7.83ph |
| Alternatively, please quote annual salary if you are not on national pay scales (if part­time, specify the FTE) | | | | |  |
| Additional allowances (state type and annual value) | | |  | | |
| Total annual salary | | | |  | |
| Reason for Leaving | Looking for a job with more progression prospects | | | | | |

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| **Previous Employment**  Please give details of **all previous employment** you have held, starting with the most recent. Please note that there are sections below for details of employment undertaken outside of teaching and any other gaps in employment. If a teaching/lecturing role, please include subject taught and age range. | | | | | | | | |
| **Employment Details** | | | | | | | | |
| 1. | Name of Institution/Employer | | Title of Post | | From | | To | |
|  | Oxford County Council – Essential Rec | | Admin Officer (Specialist) | | Feb 2018 | | Aug 2018 | |
| Responsibilities and Achievements: | | Receiving incoming applications for Road Closures, Road Diversions, Skips and Scaffolds on the Highway. Ensuring all applications were complete and had the requisite notice provided. Where applications were not complete, returning them to the applicant stating why the application was returned. Ensuring skips and scaffolds on the highway were placed correctly and placed for the duration of the license. Keeping records of all skips on the highway for end of month billing process | | | | | |
| Full or Part Time: | | Permanent or Temporary : | | Salary and Benefits: | | | |
|  | | Temp | |  | | | |
| Reason for Leaving: | | Temp Contract | | | | | |
| 2. | Name of Institution/Employer | | Title of Post | | From | | To | |
| European Transport Solutions | | Admin Customer Service | | Jul 2017 | | Oct 2017 | |
| Responsibilities and Achievements: | | Processing Sales Orders from receipt of initial request through picking, dispatch and invoicing to the client. Analysis of sales data to identify potential sales opportunities and highlighting this to the salesmen. Preparation of delivery documentation to the warehouse and coordinating with the warehouse to ensure accurate dispatch. Raising purchase orders for required stock in to fulfil client orders.  Organizing the company directors travel arrangements and accommodations, domestic and international. | | | | | |
| Full or Part Time: | | Permanent or Temporary : | | Salary and Benefits: | | | |
| Full Time | |  | | £7.50 ph | | | |
| Reason for Leaving: | | Manager and I had differing opinions on ethics of product sourcing | | | | | |
| 3. | | Name of Institution/Employer | | Title of Post | | From | | To |
| William Hill | | Customer Service Assistant | | Feb 2017 | | Jun 2017 |
| Responsibilities and Achievements: | | Providing a high level of customer service and accurate knowledge of daily events and offers  Processing of bets, translating them accurately to ensure prompt payment when required  Preparation of daily banking and transportation of monies to the bank. | | | | |
| Full or Part Time: | | Permanent or Temporary : | | Salary and Benefits: | | |
| Part Time | | Perm | | £7.50 | | |
| Reason for Leaving: | | Unreasonable scheduling requirements in workplace | | | | |

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| **Gaps in Employment**  Please give details below of any voluntary work you have not detailed elsewhere in your employment history or reasons for other periods of time when you have not been employed since leaving secondary education. |
| Reason  Reason |
| All gaps in employment are covered by my receiving either Universal credit or JSA |

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| **Education and Qualifications**  Please also include any relevant professional qualifications. | | | | | | |
| Name of Institution (e.g. School, College or University) | Dates Attended | | Courses/Subjects Taken and Examinations Results or Award and Date | | | |
| From | To | Qualification | Subject | Grade | Date |
| Please see CV |  |  |  |  |  |  |
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| **Professional Development**  Please give details of any courses undertaken which you have not already detailed and which you consider to be relevant to this application. | | | | |
| Name of Institution | Course Title | Dates Attended | | Award (if any) |
| From | To |
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| **Current Membership of Professional Bodies**  Please give details of any relevant professional bodies to which you belong. | | |
| Name of professional body | Membership Status | Date Membership Commenced |
| DfE number (if applicable) |  |  |
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| **Interests and Activities**  Please provide details of any relevant interests or activities. |
| I enjoy a variety of different board games that have a wide range of strategies but predominantly resource management. I am learning to write HTML5, CSS3, JavaScript and Python. |

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| **Supporting Statement/CV** |
| You are invited to provide further information in support of your application. You may also attach a CV as part of your supporting statement. Please refer to the job specification for the post and also include: The reasons why you are applying for this post  * Key responsibilities and achievements in your present or most recent job which are relevant to this application * Career aims and aspirations and * The personal qualities and experience that you feel are relevant to your suitability for the post |
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| **Referees**  One of these should be your present or most recent employer. These referees should not be a friend or relative. Personal referees should be given only when there is no previous employer or educational referee to which a reference can be made. Referees will be approached once an offer of employment has been made. | | | |
| **Referee 1** | | **Referee 2** | |
| Title | Referees will be supplied at interview | Title |  |
| Name |  | Name |  |
| Occupation |  | Occupation |  |
| Employer Name |  | Employer Name |  |
| Address |  | Address |  |
| Tel. Number |  | Tel. Number |  |
| Email Address |  | Email Address |  |
| In what capacity do you know the referee |  | In what capacity do you know the referee |  |

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| **BACKGROUND CHECKS**  At Activate Learning we are committed to providing a safe environment. To help us achieve this it is important to disclose any unspent Criminal Convictions (Declaration subject to the Rehabilitation of Offenders Act 1974). All successful applicants will be required to undergo checks prior to appointment. | |
| Have you ever been convicted of a criminal offence? | NO |
| If Yes, please give details of the conviction (s) below: | |
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| **DBS UPDATE SERVICE** |
| If you are currently registered with the DBS Update Service, please provide your DBS registration number below: |

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| **DISABILITY CONFIDENT COMMITTED** | |
| Activate Learning are committed to employing disabled people and will ensure our recruitment process is inclusive and accessible. We guarantee to offer an interview to all applicants with a disability provided they meet the essential criteria for a role. We will anticipate and provide reasonable adjustments as required and support any existing employee who acquires a disability or long-term health condition, enabling them to stay in work.  **Disability:** The Equality Act defines a disabled person as anyone who has, or has had, a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities. | |
| Taking the above information into account, do you consider yourself to be disabled? | 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 walk with a stick | |

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| **FAIR PROCESSING NOTICE AND DECLARATION** |
| Activate Learning will process the information you provide on the application form under the terms of the Data Protection Act 1998. I hereby give consent to Activate Learning collecting, holding and otherwise processing personal data (including sensitive personal data) relating to me for the purposes necessary within the employment process including use of the DBS update service. If I am appointed, information from the form will be used as a part of my personal record.  I declare that the information given in this application form is correct to the best of my knowledge and that I have not omitted any material facts. I understand that the provision of false or misleading information would be grounds for dismissal, or would preclude me from being offered work with Activate Learning. I understand that I must notify Activate Learning of any changes to the information provided on the form.  I agree to the above declaration. |
| Signed: Miss S N Lorell |
| NAME: Miss Seraphina Namine Lorell |
| Date: 2019 / 02 / 19 |