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| RFCAlogo_improved_jpeg_small**EAST ANGLIA RESERVE FORCES AND CADETS ASSOCIATION** | | | | |
| *In accordance with the Data Protection Act 2018, EA RFCA will collect, use, protect and retain the information on this form in connection with all matters relating to our personnel administration and policies.* | | | | |
| **Please indicate which position/s you are applying for:** | | | | |
| **Cadet Administrative Assistant 2 Company** Based in Hitchin and covering the areas of Buntingford, Harpenden, Hitchin, Letchworth, Royston, Stevenage and Welwyn Garden City | | **Cadet Administrative Assistant 3 Company** Based in Hemel Hempstead and covering the areas of Berkhamsted, Hemel Hempstead, Leavesden Green, Rickmansworth, South Oxhey, St Albans, Tring and Watford | | |
| Please enclose a copy of your CV with your application form, ensuring it contains Employment History (including name, address and dates of all employers from the past 3 years); Educational, Technical and Professional Qualifications; and Personal Development and Training. | | | | |
| **1. Personal Details** | | | | |
| Title: | Name: | | | |
| Address: | | | | |
|  | | | | Post Code: |
| Email address: | | | | |
| Telephone (please tick preferred contact method):  Home: | | | | |
| Business: | | Mobile: | | |
| National Insurance Number: | | | | |
| **2. References**  Please indicate two people who can provide references – one of whom must be your present/most recent employer: | | | | |
| Name: | | | Name: | |
| Address: | | | Address: | |
| Tel. No.: | | | Tel. No.: | |
| Email: | | | Email: | |
| I **[give ] [do not ]** give permission to take up my references prior to an offer of employment being made | | | I **[give ] [do not ]** give permission to take up my references prior to an offer of employment being made | |
| **3. General** | | | | |
| Do you hold a current driving licence? Yes  No | | | | |
| If Yes, which licence is it?  Full  Provisional  LGV  PCV  Categories: | | | | |
| Are there any adjustments that may be required to be made should you be invited for interview? If so, please state here: | | | | |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?  Yes  No | | | | |
| If Yes, please provide details: | | | | |
| If you are successful in your application, would you require a work permit prior to taking up employment?  Yes  No | | | | |
| **4. Data Protection Statement** | | | | |
| The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.  If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us. We may also use this information if there is a complaint or legal challenge relevant to this recruitment process.  We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.  By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner. | | | | |

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| **5. Competencies** |
| In this section (5 a – f) you are asked to outline how your knowledge, skills and experiences meet with the competencies required for this role (as outlined in the Competency Specification). You should draw on your experiences from your current or previous roles or from other relevant situations (such as activities outside work).  Please complete your answers in the empty boxes provided. If you are completing this form as a hard copy please use clearly marked separate sheets as necessary. |
| 1. **Communication** |
| *Selecting the most appropriate form of communication both orally and written. Influencing others through effective forms of communication. Active listening and demonstrating empathy with the audience. Ensuring attention to detail. Building effective networks internally and externally.* |
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| 1. **Planning and Organisation** |
| *Well organised and being self-motivated, able to prioritise and manage time and resources effectively.* |
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| 1. **Team Relationships** |
| *Sharing information and interacting with members of the team. Strong interpersonal skills. Able to assert a point of view without becoming aggressive. Display loyalty, integrity and moral courage.* |
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| 1. **Resourcefulness and Flexibility** |
| *Flexible in approach and response to changing priorities, quick to realign with organisational goals. Being able to adapt to the changing environment and working practices. Demonstrates a commitment to achieving organisational goals.* |
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| 1. **I.T.** |
| *Competent I.T. User.* |
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| 1. **Other Skills/ Experience** |
| *While referring to the Job Description, explain how you meet the necessary standards and what you possess that makes you suitable for the role.* |
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| **6. Essential requirements on Appointment** |
| A Defence Vetting Security Check is compulsory for all applicants on Appointment. Confirmation of appointment will depend on the outcome of the Vetting Security Check. In certain posts an enhanced Disclosure and Barring Service check will be required. |
| **7. Declaration** |
| I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.  Signature: Date: |
| Your details will be held for one year from the date of the interviews for monitoring purposes and we may consult you if we advertise the same position again. This is necessary for carrying out our legal obligations under employment law. If you do not wish us to retain your details then please let us know using the contact details below and we will remove you from our records. |
| Please return your completed application stating the Vacancy applied for to:  Office Manager  East Anglia RFCA  250 Springfield Road  Chelmsford  Essex  CM2 6BU  Or via E Mail to [ea-offman@rfca.mod.uk](mailto:ea-offman@rfca.mod.uk) |
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*EA RFCA is committed to ensuring that all your personal data is used with your consent, respect for your privacy and only for the limited, clearly stated purposes within the form. This accords with our legal obligations under the Data Protection Act 2018*.

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| RFCAlogo_improved_jpeg_small**EAST ANGLIA RESERVE FORCES’ AND CADETS’ ASSOCIATION** |
| *In accordance with the Data Protection Act 2018, EA RFCA will collect, use, protect and retain the information on this form in connection with all matters relating to our personnel administration and policies.* |
| **EQUAL OPPORTUNITIES MONITORING** |
| This section of the application will be detached from your application and will be used solely for monitoring purposes. |
| The Reserve Forces and Cadets Association recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community. |
| **White:**  British Irish  Any other white background (please specify) |
| **Mixed:**  White and Black African  White and Asian  Any other mixed background (please specify) |
| **Black or Black British:**  Caribbean  African  Any other black background (please specify) |
| **Asian or Asian British:**  Indian  Pakistani  Any other Asian background (please specify) |
| **Chinese or Other Ethnic Group:** Chinese  Any other Ethnic Group (please specify) |
| **Prefer not to say:** |
| **Gender:** Please specify |
| **Date of Birth:** |

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| **Do you consider yourself to have a disability:** Yes No  If Yes, please state nature of disability: |
| The Disability Discrimination Act defines disability as “A physical or mental impairment which has a substantial and long-term effect on the person’s ability to carry out normal day-to-day activities” |
| **If you wish, you may disclose information about yourself in this section about your:** |
| **Religion:** |
| **Sexual Orientation:** |
| **How did you become aware of this vacancy:** |

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