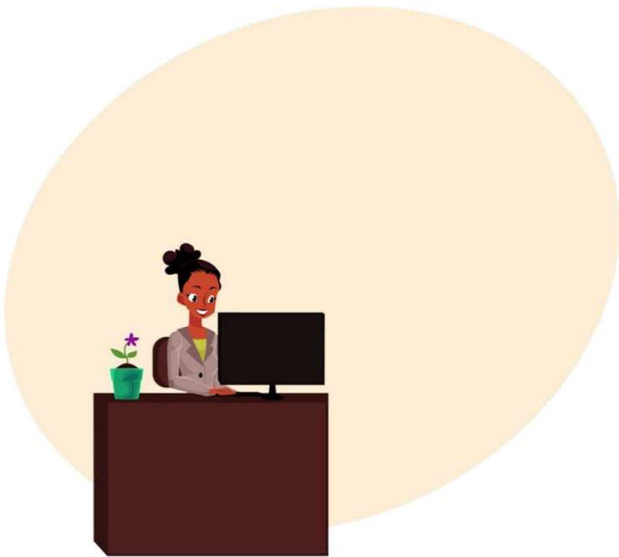




Service User Administrator

Acacia Family Support is committed to providing an inclusive recruitment process. If you require any reasonable adjustments during the recruitment process, please let us know.

Hours and pay

20 hours per week over 4 days (9.30am - 3pm) including Mondays and Fridays. The other days to be agreed with the successful applicant.

This is a fixed term contract for 12 months initially, subject to funding.

Salary: £12.71 per hour

Location

Based at Acacia's head office in Sutton Coldfield.

Closing date for applications

This is a rolling recruitment process. Applications will be reviewed as they are received, and the advert may close once a suitable candidate is appointed.



Personal details (please print)

Name:

Address:

Postcode:

Telephone:

Day

Evening

Mobile

Email:

Please read all questions first and answer in appropriate boxes.

Please continue on a separate page if there is not enough room in the box.



Employment history

Please briefly list your employment history, with the current or most recent first. Include:

- Organisations you have worked for, full and part time, including relevant voluntary and unpaid work
- Length of employment
- Job title
- Reason for leaving.



Qualifications / other relevant skills

Please list briefly your qualifications and/or appropriate training/skills for this post, with the most recent first.



Personal Statement

Drawing on your knowledge, experience, skills and abilities, please explain how you meet the points on the Person Specification, and what makes you suitable for the job as explained in the job description. You should take this opportunity to give examples of work (paid or voluntary) you have done, to demonstrate your abilities.



Emergency contact

In an emergency whom should we contact (usually next of kin)?

Name:

Telephone:

Additional information

Acacia recognises the great responsibility in working with children and vulnerable adults. To protect these people, and to protect you, our employees, we will be required to obtain a disclosure check through the Criminal Records Bureau if you are offered an appointment. We will also offer you appropriate training as and when necessary.

As a preliminary for this please complete the following:

How long have you lived at the address given overleaf?

If less than 12 months, what was your previous address?

Post code:

Have you ever been convicted of a criminal offence, or are you at present the subject of criminal charges? (Please circle the correct response)

Yes No (NB: disclosure of any offence will not necessarily be a bar to this appointment)

If yes, what was the nature of the offence?

Offence

Date



Right to Work in the UK

*If you are invited to interview, please could you provide us with an **original form of proof of your right to work in the UK**. You automatically have the right to work in the UK if you are a British or Irish citizen and can evidence this by showing a valid passport. If you are a national of another country, your right to work in the UK depends on your immigration status. A full list of the rules / documents required in this instance can be found at the government website <https://www.gov.uk/prove-right-to-work>*

Are you legally entitled to work in the UK? (Please tick)

☐ Yes

☐ No



References

Please give the names and addresses and telephone numbers of 2 people who know you well, who would be able to give you a reference and comment upon your suitability for the work you are applying for. One should ideally be a senior manager in your current or previous employment. We will not take up references unless you are offered and accepted the post.

	Reference 1	Reference 2
Name:		
Job title:		
Relationship to you:		
How long known:		
Address:	 	
Post code:		
Telephone:		
Email:		



Declaration

I confirm that to the best of my knowledge the information given in this employment application form and any attachments is true and correct and can be treated as part of a subsequent contract of employment. Please sign and date below.

Sign:

Date:

Applicants with a disability – As part of our commitment to the Government's Disability Confident scheme, we will guarantee an interview to applicants who are disabled who are able to demonstrate in their application, how they meet the minimum essential requirements in the person specification. Therefore, please advise below if you are registered disabled or you consider yourself as having a disability. Please also state any additional support we should provide if you are called for interview:

Closing date for applications

This is a rolling recruitment process. Applications will be reviewed as they are received, and the advert may close once a suitable candidate is appointed.

Please return your completed application form as soon as possible to: hr@acacia.org.uk

or mark as Private & Confidential and send to:

Human Resources, Acacia Family Support, 3rd Floor, Plantsbrook House, 94 The Parade, Sutton Coldfield, B72 1PH



Diversity monitoring form

In confidence

Acacia is committed to recruiting, retaining, and developing a workforce that reflects all sections of the diverse communities we serve. Please help us by filling in this form so that we can monitor and analyse diversity information so that we can ensure our HR processes are fair and transparent.

Any information provided on this form will be treated as strictly confidentially and will only be used for statistical purposes. It will **not** be seen by those involved in the selection process.

Gender: What is your gender? (Please mark 'X' as appropriate)

If you wish to self-identify in some other way, please feel free to do so.

Male

Female

Non-binary

Prefer not to say

Other (please specify)

Age: Please identify which age group you belong to: (Please mark 'X' as appropriate)

16-24

25-29

30-34

35-39

40-44

45-49

50-54

55-59

60-64

65+

Prefer not to say

Disability: Do you consider yourself to have a disability or long-term health condition? (Please mark 'X' as appropriate)

The Equality Act 2010 defines disability 'as a physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day to day activities'.

Yes

No

Prefer not to say



Ethnic origin: How would you describe your ethnicity? (Please mark 'X' as appropriate)

Ethnic origin categories are not about nationality, birthplace, or citizenship. These are about the group to whom you see yourself as belonging to.

If you wish to classify yourself in some other way, please feel free to do so.

Asian British	Bangladeshi	Black African	Black British
Black Caribbean	Black Other	Chinese	Indian
Pakistani	White British	White Irish	White other
Mixed (please specify)	Other (please specify)		

Sexual Orientation: How would you describe your sexual orientation? (Please mark 'X' as appropriate)

If you wish to self-identify in some other way, please feel free to do so.

Gay or Lesbian	Bisexual	Heterosexual / straight
Prefer not to say	Other (please specify)	

Religion or belief: What is your religion or belief (including non-belief)? (Please mark 'X' as appropriate)

If you wish to classify yourself in some other way, please feel free to do so.

Buddhist	Christian	Hindu	Jewish
Muslim	Sikh	No religion or belief	
Prefer not to say	Other (please specify)		

