# A white rectangular sign with black letters  AI-generated content may be incorrect.Lab Media – Job Application Form

**Post Applied For: Administrator**

Location: Hellesdon Study Centre

Hours: 8.30am – 11.30am, Term Time Only

## Section 1: Personal Details

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_

Telephone (daytime): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Section 2: Employment History

(Starting with most recent)

|  |  |  |  |
| --- | --- | --- | --- |
| Dates (From–To) | Employer & Job Title | Key Responsibilities | Reason for Leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Section 3: Education & Training

|  |  |  |  |
| --- | --- | --- | --- |
| Dates (From–To) | School/College/University | Qualifications Achieved | Grade |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Relevant Training (e.g. IT, safeguarding, admin systems):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Section 4: Skills & Experience

Please describe how you meet the essential skills for this role (organisation, IT/spreadsheet use, communication, time management).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Section 5: Supporting Statement

Please explain why you are applying for this role and what you can bring to Lab Media.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Section 6: References

Please provide details of two referees (one should be your most recent employer). References will only be taken up if you are shortlisted.

Referee 1

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referee 2

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Section 7: Declarations

Do you have any unspent criminal convictions? Yes ☐ No ☐

(If yes, please provide details in a sealed envelope marked 'Confidential.')

This post is subject to an enhanced DBS check including Barred List. Are you willing to undergo these checks? Yes ☐ No ☐

I declare that the information I have given on this form is true and complete.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Section 8: Equal Opportunities Monitoring (Optional, kept separate)

This section is used for monitoring only and is not seen by the shortlisting panel.

Gender: ☐ Male ☐ Female ☐ Non-binary ☐ Prefer not to say

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ethnic Origin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you consider yourself to have a disability? Yes ☐ No ☐ Prefer not to say

How to Apply: Please complete this form and return it by email to info@labmedia.uk by the closing date.