



**East Sussex  
Vision Support**  
100 YEARS 1921-2021

## Admin and Social Activity Assistant Brighton & Hove

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CONFIDENTIAL APPLICATION FORM



**The Queen's Award  
for Voluntary Service**

*The MBE for volunteer groups*



Working in association with East Sussex Vision Care  
Patron - Lord Lieutenant of East Sussex  
Company Registration No. 363004  
Charity Registration No. 209535

## **Personal Details**

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**First name:**

**Surname:**

**Address:**

**Postcode:**

**Home No:**

**Mobile No:**

**Work No:**

**D.O.B:**

**National Insurance No.**

## **Transport**

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**Do you have a car?**

**If no, how would you travel to work?**

**Do you have a current driving license?**

**Do you have any endorsements?**

## **Health**

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**Are you in good health?**

**Please detail any health conditions**

## **Previous Employment Referees**

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**Reference 1**

**Name:**

**Position:**

**Company name:**

**Email:**

**Tel no:**

**Address:**

## **Previous Employment Referees - continued**

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### **Reference 2**

**Name:**

**Position:**

**Company name:**

**Email:**

**Tel no:**

**Address:**

### **Education**

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#### **Further Education & Training**

**University/College name:**

**Dates attended:**

**From:**

**To:**

**Type of course:**

**Subject:**

**Qualification or class of degree:**

#### **Secondary Education**

**School name:**

**Address:**

**Dates attended:**

**From:**

**To:**

**Examination/ Subject/ Results:**

### **Hobbies / Interests**

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## **Community / Volunteer experience**

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**Organisation name:**

**Address:**

**Dates attended:**

**From:**

**To:**

**Position / Title:**

**Duties:**

## **Work experience - *please start with most recent first***

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**Employer:**

**Address:**

**Dates:**

**Start:**

**Left:**

**Title / Position:**

**Reason for leaving:**

**Duties & Responsibilities:**

**Salary on leaving:**

**Employer:**

**Address:**

**Dates:**

**Start:**

**Left:**

**Title / Position:**

**Reason for leaving:**

**Duties & Responsibilities:**

**Salary on leaving:**

**Employer:**

**Address:**

**Dates:**

**Start:**

**Left:**

**Title / Position:**

**Reason for leaving:**

**Duties & Responsibilities:**

**Salary on leaving:**

### **Vetting and Barring Scheme**

Some jobs involved working with children/vulnerable adults and are classified as 'regulated activity'. You may not apply if you have been barred from working with these groups.

**Are you barred from working with these groups?**

**Yes          No**

Further information on the Vetting and Barring Scheme can be obtained from the Independent Safeguarding Authority 0300 123 1111 or on their website at <http://www.isa-gov.org.uk>

### **Criminal Records**

Due to the nature of the work, this post is exempt from the provisions of the Rehabilitations of Offenders Act 1974 and associated Order. You are there obliged to disclose any details of any criminal record you may have. You will normally have the opportunity to discuss these details during your interview. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having convictions will not necessarily bar you from employment. This will depend on the circumstances and background to your offence.

Information will be kept confidential and will only be used in relation to the application for the post. If you are successful in your application, you will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will be done by requesting a 'Disclosure' and you will be asked to complete a Disclosure Form. The level of disclosure required for this post will be identified in the recruitment information. Disclosures include details of cautions, reprimands or final warnings as well as 'spent' and 'unspent' convictions.

**Have you even had any convictions, cautions, reprimands or final warnings given by the Police?**

**Yes          No**

If yes, please give details on a separate sheet in a sealed envelope marked 'confidential' and staple it to this application form.

**Please use this section for any additional details you wish to give in support of your application:**

## **Recruitment Policy**

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It is the charity's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex or marital status or disability.

I authorise the charity to obtain references to support this application once an offer has been made and accepted and release the charity and referees from any liability caused by giving and receiving information.

Declaration: I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed dismissal.

**Signature:**

**Date:**



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**w.** [eastsussexvisionsupport.org](http://eastsussexvisionsupport.org)  
**a.** 13 Vicarage Field, Hailsham, East Sussex, BN27 1BD