

November 2024



# Upper Teesdale Agricultural Support Services Ltd

9-11 Chapel Row, Middleton – in – Teesdale, Co Durham, DL12 OSN.  
Registered Charity 1120120 and Company Limited by Guarantee 06054331

Application for post of

## Reception and Administration Support Officer

Surname		First name/s	
Home Address		Telephone Home	
		Mobile	
		Telephone Work	
		Email	

Please advise us of the best time to contact you  
If applicable, may we contact you at work? YES/NO

### Disabilities and impairments:

Do you consider yourself to have a disability or impairment? YES/NO

Is there anything we need to know about your disability or impairment in order to offer you a fair selection interview?

Please detail

### References:

Please give the names of two people that we may contact for references, one of whom should be your current or most recent employer if applicable. References will only be taken up when an offer of an interview is made. If you would rather your current employer was not contacted for a reference unless a job offer was made and accepted conditionally, please let us know.

Name		Name	
Position Held		Position Held	
Address		Address	
Tel No		Tel No	
E-mail		E-mail	

## Education and Training

Please list details of your schooling and any further education you have done (including any examinations you have passed) as well as any relevant training you have undertaken (including short courses) you think relevant to your application. Please start with your most recent training/qualification.

School/college etc.	Qualification obtained	Level	Grade	Date

### Current or most recent employment

Position		
Dates	From	To
Name and address of employer		
Brief description of duties		
If employed, what period of notice are you required to give?		

### Previous Employment

Please list below the names and addresses of all your previous employers, what your job was, when you worked for them and your reasons for leaving

Employer name & address	Job title	Dates	Reason for leaving

**Other relevant experiences:**

Please list below any experiences other than previous employment which you feel are relevant to the post you are applying for. This could include placements, voluntary work and life experiences.

**Driving**

The post is likely to involve the transportation of young people either in a private car or in one of the two UTASS Minibuses

Do you have the use of a motor car	Yes / No
Do you have a full clean driving licence for motor cars?	Yes / No
Do you have D1 category/entitlement on your driving licence?	Yes / No
Is your vehicle insured for business use carrying service users	Yes / No

Please indicate any offences for which you have been convicted which are not spent under the Rehabilitation Offenders Act 1974

## Additional Information

Please use this space to say in your own words why you are applying for this post and evidence why you are particularly suited to this job

**Additional Information**

Continued

(if more space is required, please continue on a separate sheet if necessary or include your CV).

I declare;

- The information contained in this application is true to the best of my knowledge and belief.
- I am entitled to work within the United Kingdom and understand that I will be required to produce documentation to substantiate this.

Name

Signature

Please return your completed application form to Emma Spry at [emma@utass.org](mailto:emma@utass.org)  
or the address at the start of the application