##  Upper Springfield Development Co Ltd K:\Logo's\USDC Ltd.jpg

## Application for the Post of Administrator

# *Confidential*

Completed applications should be returned by emailby **Friday March 2017 at 12 noon** **to**: **j.fegan@usdt.co.uk**

**Tel No: 028 90236677**

**Application Ref No: JACA /\_\_\_\_\_**

**NOTE: Please type this application. CV’s will not be accepted in lieu of the application form**

**Forename:** **Surname**

**Address:**

**National insurance:**

**Tel No: H W** **M**

**Email:**

**How did you learn of this post?**

**Nijobs.com** 🞏 **Communityni** 🞏

**Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COURSES AND/OR RELEVANT TRAINING UNDERTAKEN**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Training Provider or Examining Body** | **Grade**(if applicable) |
|  |  |  |

**EMPLOYMENT HISTORY**

|  |
| --- |
| **Please give details here of all the positions held. Start with your present or most recent position and work back (please add attached sheet if necessary)** |
| **Dates** | **Name and Address of Employer and nature of business.** | **Position held**  | **Salary**  | **Reasons for leaving** |
| **From**  | **To** |  |  |  |  |
|  |  |  |  |  |  |

**Please clearly demonstrate by providing examples how you meet the essential criteria below:**

|  |
| --- |
| 1. A demonstrable track record covering two years’ experience of working in administration?
 |
| 1. Demonstrable experience of maintaining a busy reception area, including greeting people and operating a telephone switchboard?
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| 1. Demonstrable experience in the proficient use of Microsoft Office Package such as Access, Access, Excel, Word, PowerPoint and Outlook?

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| 1. Demonstrable experience of using/updating social media platforms such as Facebook & Twitter?
 |
| 1. 5 GCSE’s including Maths and English at grade C or above?
 |
| 1. NVQ Level 2 in Business Administration or equivalent?
 |
| 1. Where a candidate does not have the relevant qualification the experience of working within the field of administration will be enhanced to five years?
 |
| 1. Organisational & administrative skills?
 |
| 1. ICT skills?
 |
| 1. Ability to meet deadlines and to prioritise workload?
 |
| 1. Ability to use initiative?
 |
| 1. Communication skills**?**
 |
| 1. Adhere to confidentiality?
 |
| 1. An understanding of the issues within disadvantaged communities?
 |

**Please clearly demonstrate by providing examples how you meet the desirable criteria below:**

|  |
| --- |
| 1. Demonstrable track record covering two years’ experience of taking minutes?
 |

|  |
| --- |
| **ANY OTHER DETAILS**(Please use this space to give any other details you may wish to add) |
| **How soon would you be able to take up your appointment?** |
| **REFERENCES**(Please give the name of two people who we will contact for a reference – one must be your most recent employer). Please note we will be contacting referees prior to interview unless otherwise advised by you.NAME NAME  POSITION POSITION  ADDRESS ADDRESS TEL TEL EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL  **DECLARATION**I hereby declare that the information given on this application form is to the best of my knowledge, true and correct. I also agree that any misrepresentations by me will lead to disqualification of this application, the withdrawal of any offer of employment or my employment being terminated without any obligation or liability to the Company other than for services rendered.SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |