

**Confidential**

Ashton Community Trust

Ashton Centre, 5 Churchill Street, Belfast BT15 2BP

Reference: **Administrator with reception duties**

**Employment Application Form**

Please complete this application form in typescript and return it on or before the closing date stated. Late applications will not be accepted. Only information provided on this application form will be considered by the panel. CV’s will not be accepted.

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| **Post applied for:** | **Administrator with reception duties** | **Application Number:** | **AR/17/4** |
| **Hours:** | **16 hours per week (1 day and 2 evenings)** |
| **Closing Date and Time:** | **Friday 7th April 2017 at 12.00 Noon** |

**Personal Details:**

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| --- | --- |
| **Surname:** | **Telephone Number (Home):** |
|  |  |
| **Forename(s):** | **Telephone Number (Mobile):** |
|  |  |
| **Title:** | **Email Address:** |
|  |  |
| **Address:****Postcode:** | **NI Number:** |
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**Relevant Qualifications and/or Professional Membership**

 (Please continue on a separate sheet of necessary)

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| **Examination level** **(for example, GCSE/’A’ Level/Degree/NVQ/** | **Subject(s)** | **Grade** | **Date Gained** |
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| **Professional Qualifications** | **Registration Body/Number** |  | **Date Gained** |
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**Employment History**

Please give details of jobs that you have held, starting with your present or most recent employer and work backwards, in chronological order. Include in this section any breaks in employment history for example, caring responsibilities, travelling or returning to study, registered unemployment and temporary/voluntary employment. (Please continue on a separate sheet if required)

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| **Name and Address of Employer and Nature of Business** | **From**  | **To** | **Job Title:** | **Final Salary and Reason for Leaving** |
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| **Notice required if offered the position for which you have applied?** |

**Training**

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| **Details of relevant training courses attended and awards achieved, including dates if appropriate** |
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**Suitability for this position**

Please detail your suitability for this position under the relevant headings below, describing how your experience and knowledge relates to the job description and person specification.You must ensure that you provide sufficient information on the application form to enable the selection panel to assess your eligibility at shortlisting.

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| **Essential Criteria** |
| **1. Please tell the panel about your GCSE Grade C or above in English and Maths (or equivalent)** |
| **2. Please demonstrate to the panel, by providing examples, of your strong IT skills gained in a work environment particularly in MS Word and Excel:** |
| **3. Please tell the panel, by providing examples, of your previous experience of reception and administrative work** |
| **4.** **Please demonstrate to the panel, by providing examples, that you have the ability to work in a busy environment and use your own initiative**  |
| **5. Please demonstrate to the panel, by providing examples, that you have excellent communication skills, written and verbal.** |
| **6. Please demonstrate to the panel, by providing examples, that you understand the need for professional confidentiality** |
| I confirm that the information I have given is accurate and complete, as misleading or false statements will result in the withdrawal of the offer of employment, or if employed dismissal.**Signed…………………………………………………Date…………………………………..** |
| **Data Protection Act:** |
| Under the Data Protection Act 1998, Ashton Community Trust is required to notify applicants and prospective employees on how their personal data will be processed and used. This application form, excluding the equal opportunities monitoring form, will be retained by Ashton Community trust for a maximum period of 12 months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record. Some of the data you provide is considered to be Sensitive Personal Data under the Data Protection Act 1998; this information will be used to assist us with recruitment monitoring. It will be held separately from application forms and will be retained for a three-year period under obligations arising from the NI Equality Legislation, it will also be held electronically.By signing this form you are giving consent to Ashton Community Trust to use this data in the way described above. |

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Personal Statement:** |
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| Ashton Community Trust is an Equal Opportunities Employer. The Trust encourages applications from people with disabilities and will not preclude full consideration of your application as a result of your disability. In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities”. Do you consider yourself to have, or, have had a disability that is relevant to your job application? **Yes/No** If you have answered yes, is there anything we should know about your disability or requirements in order to: * Process your application fairly,
* Make any specific arrangements for your interview, and
* Make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post.

Provide details:  |

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**Private and Confidential**

The following pages will not be used as part of the selection process as they contain information that is strictly private and confidential.

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| **Referees** |
| Please give full details of two people (not relatives) that we can approach for references, one of which must be your current or most recent employer, if you have never been employed before please list details of someone who would know you in a voluntary or academic capacity. Please ensure that your referees are aware of this application, and, also, if you are providing us with their email address, that you obtain your referee’s permission to do so. References must be satisfactory to Ashton Community Trust |

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| **Reference** |
| **Name:** |  |
| **Occupation:** |  |
| **Full Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

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| --- |
| **Reference** |
| **Name:** |  |
| **Occupation** |  |
| **Full Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

I give Ashton Community Trust the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I have read and understood the requirements and particulars for the job, which have been supplied to me. I further understand that the job offer may be subject to the satisfactory outcome of references and/or a satisfactory Access NI Disclosure.

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| I confirm that the information I have given is accurate and complete, as misleading or false statements will result in the withdrawal of the offer of employment, or if employed dismissal.**Signed…………………………………………………Date…………………………………..** |

**Strictly Private And Confidential Reference No. AR/17/4**

**Disclosure of Criminal Convictions under the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979**

All applicants must complete this form and return in an envelope marked **confidential** to **Kelly Burns, Human Resources, Ashton Community Trust, 5 Churchill Street, BT15 2BP.**

**Post:** **Administrator with reception duties**

Please read the following information carefully and then answer the questions:

**Commitment for Fair Selection**

Ashton Community Trust is an Equal Opportunities Employer; unprejudiced consideration will be given to all candidates for employment who declare criminal convictions unless the offence(s) is/are manifestly incompatible with the post in question. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing clients and employees.

**Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979**

Because of the nature of the work you are applying for (staff employed by Ashton Community Trust will/may have substantial or unsupervised access to children and young people, older people and/or the mentally or physically disabled).

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| Do you have any convictions that are not ‘protected’ (as defined by the Rehabilitation of Offenders (exceptions) (Northern Ireland) Order 1979, as amended in 2014)? | Yes | No |

If yes, please give details of date(s), offence(s) and sentence(s) passed:

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**Please provide any other information you feel is relevant:**

This may include a description of your circumstances at the time, how your situation may have changed, positive outcomes arising from the conviction such as training received during a period of custody and/or why we should disregard the conviction.

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If you are applying for a post which involves contact with either children, young people or vulnerable adults, please also confirm that you are not listed on either of the following lists (as appropriate)

I confirm that I am not listed on the children’s barred list Yes No

I confirm that I am not listed on the adult’s barred list Yes No

**Notice to Applicants**

Please place the completed form in the confidential envelope supplied, seal and return with your application form. If you have downloaded your application form and will be Emailing it, please place the Criminal Convictions form in a confidential envelope, stating that it is for the purposes of the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979 and post it for the attention of **Louise Beagan**  please mark the envelope strictly confidential.

After the interview stage the selection panel will open the envelope of the candidate who received the highest score and separate arrangements will be made to discuss any criminal convictions. All other envelopes will be shredded.

I can confirm to the best of my knowledge, the information given on this form is true and complete.

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

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Warning: Failure to provide correct information may affect your application. We do not wish to exclude ex-offenders but we must ensure that the offence(s) that lead to conviction(s) is/are not manifestly incompatible with the post in question.