**APPLICATION FOR EMPLOYMENT**

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| --- | --- |
| Job Title:  Receptionist/Administrator (temporary position) | NOTES   * CVs will not be accepted * Canvassing will disqualify * Only applications containing all the information which has been sought will be considered * Applications received after the closing date and time will not be considered * Please complete in black Ink (if completing by hand) |
| Closing Date: 14 February 2018  Interview: 20/21/February 2018 |

No

**1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname | Title |
| First Name | Previous Surname |
| Address (including postcode | Contact Telephone Number |
| Email address | National Insurance Number |
| Do you hold a current full driving license valid in the UK?  Yes  No | If required, do you have access to a car, or a form of transport which will enable you to undertake the duties of this post?  Yes  No |

**REFERENCES**

Please give the name of two referees, both of which should have known you for at least 2 years and one of whom should have had direct management responsibility for you over the past 5 years. You cannot use personal friends or family members as a referee.

|  |  |
| --- | --- |
| Surname | Surname |
| First Name | First Name |
| Address (including postcode) | Address (including postcode) |
| Occupation | Occupation |
| Email Address | Email Address |
| Telephone Number | Telephone Number |
| Relationship to applicant | Relationship to applicant |
| Can we contact this person prior to an interview?  Yes  No | Can we contact this person prior to an interview?  **Yes  No** |

**2. QUALIFICATIONS**

**FURTHER/HIGHER EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institute | Qualification/Subject | Exams yet to be taken | Result | Date Obtained |
|  |  |  |  |  |

**PROFESSIONAL QUALIFICATIONS/MEMBERSHIPS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Professional Body | Type of Registration | Professional Registration No. | Date Obtained | Date of Expiry |
|  |  |  |  |  |

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| --- |
| Have you been involved or are you currently involved in any professional or personal, unresolved or pending issue that might undermine your ability to do the job?  Yes  No |
|  |
|  |

3**. EMPLOYMENT HISTORY**

**CURRENT POST**

|  |  |
| --- | --- |
| Employer name | Period of Notice |
| Employer Address | **Current salary** |
| Job Title | Reason for leaving |
| Main duties and responsibilities | |

**PREVIOUS POSTS**

Please list all your previous posts beginning with the most recent including periods out of employment and any training.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and Address  of Employer | Job Title | Start  Date | End Date | Reason for Leaving | Duties |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and Address  of Employer | Job Title | Start  Date | End Date | Reason for Leaving | Duties |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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| --- |
| If you have any gaps in your career history, please include and explain below. |

**4. ESSENTIAL CRITERIA**

**You must demonstrate evidence of the following essential criteria, using no more than 1000 characters, by way of examples and dates, in the box below.**

|  |
| --- |
| 1. Twelve months’ experience working in an administrative support role in the last 5 years or 12 months’ experience working in a reception/front of house environment in the last 5 years  Examples of work undertaken, including the level of complexity, should be included. |
|  |

|  |
| --- |
| 2. Communication and ability to remain calm under pressure  Please provide evidence of your ability to communicate confidently (written and spoken) and remain calm under pressure. |
|  |

|  |
| --- |
| 3. Proficient in Microsoft Office  Please provide evidence of having used Microsoft Office within the last 5 years. Examples of work undertaken, including the level of complexity, should be included. |
|  |

**5. DESIRABLE CRITERIA**

Please demonstrate evidence of the following desirable criteria, using no more than 500 characters, by way of examples and dates in the box below.

|  |
| --- |
| 1. A background within Property, Estate Agency or Housing  Please provide evidence of experience within Property, Estate Agency or Housing . Examples of assignments, including the length of appointment and type of work, should be included. |
|  |

|  |
| --- |
| 2. Experience of note & minute taking  Please provide evidence of note and minute taking. Examples of experience, including the type and range of note taking/minute taking, should be included. |
|  |

**6. PERSONAL ATTRIBUTES**

|  |
| --- |
| Please provide evidence of –   * a 'can do' flexible approach with the ability to multi-task under pressure. * being passionate about delivering customer service excellence * being organised, methodical and taking pride in your work. |
|  |

**7. ADDITIONAL REQUIREMENTS**

Please tell us how you have meet the additional requirements of the post, using no more than 500 characters, by way of examples and dates in the box below.

**Are you willing to travel occasionally?**

Yes

No

**Are you willing to work outside normal office hours occasionally?**

Yes

No

**8. REHABILITATION OF OFFENDERS**

|  |
| --- |
| Under the Rehabilitation of Offenders (Exceptions) Order Northern Ireland, 1979, all criminal convictions may never be regarded as spent and must be disclosed when applying for a post working closely with children or adults in vulnerable situations.  *Please note that disclosure of a conviction does not necessarily exclude any applicant from obtaining employment.* |
| Have you ever been convicted of any criminal offence?  Yes  No |
| Are you currently the subject of police investigation or do you have any prosecutions pending?  Yes  No |
| List below details of ALL charges, prosecutions, convictions, cautions, bind-over orders—even if they happened a long time ago. You must include any minor matters, any road traffic or motoring offences and any which may be pending. |

**9. MEDICAL HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nature of Sickness/Absence | Date From | Date To | No of Days | Did you consult  a doctor? |
|  |  |  |  |  |

Whether you have been in employment or not, please give details and dates of all periods of sickness over the past 3 years up to the date of this application.

|  |
| --- |
| Have you ever had to resign, retire or been dismissed from a post because of ill health?  *If yes, please provide details below* |

**10. DISABILITY**

|  |
| --- |
| Do you require a reasonable adjustment for reasons related to a disability to allow you to: |
| 1. attend for interview?  Yes  No |
| If yes, please give details |
| 1. undertake the duties of this post  Yes  No |
| If yes, please give details |

1**1. PERSONAL DECLARATION**

* I declare that all the foregoing statements are true, complete and accurate
* I understand that if I give wrong information or leave out important information I could be dismissed if I take up this job
* I understand that to take up this job I must have satisfactory references, health assessment and Access NI checks (if applicable)
* I understand that I may be asked to show some formal identification and evidence of qualifications if required
* I confirm that as far as I know there are no medical reasons which would stop me from carrying out the duties of this job
* I agree to you making any necessary enquiries during the recruitment and selection process
* I understand that canvassing will disqualify me from the selection process for this job
* I consent to the information I have provided being used within the context of the Data Protection Act 1998

Signature Date