**APPLICATION FOR EMPLOYMENT**

|  |  |
| --- | --- |
| 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 2018Interview: 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 |
|       |  |  |  |  |

|  |
| --- |
| 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 | EndDate | Reason for Leaving | Duties |
|       |  |  |  |  |  |
|        |  |  |  |  |  |

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

|  |
| --- |
| 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 yearsExamples of work undertaken, including the level of complexity, should be included. |
|       |

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

|  |
| --- |
| 3. Proficient in Microsoft OfficePlease 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 HousingPlease 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 takingPlease 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