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

## Application for the Post of

**Receptionist/Administrative Assistant**

# *Confidential*

Completed applications should be returned by emailby **25th January 2018** at **12 noon** to: **j.fegan@usdt.co.uk**

**Tel No: 028 90236677**

**Application Ref No: RAJ18 /\_\_\_\_\_**

**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** |  |  |  |  |
|  |  |  |  |  |  |

**Essential/ Desirable Criteria:**

*The requirements for the post (details of which are on the Person Specification) are listed in this section. Please demonstrate clearly how and to what extent you meet each requirement in the correct section. It is the candidate’s responsibility to clearly demonstrate in the correct section how they meet the criteria to be shortlisted for interview.*

*Do not continue on additional pages or include any supplementary material – these will not be copied to the Selection Panel and therefore their content will not be considered.*

**Please demonstrate below:**

|  |
| --- |
| 1. NVQ Level 2 in Business Administration or equivalent **OR**

Where a candidate does not have the relevant qualification, the experience of working within the field of administration will be enhanced to two year. |
| 1. Demonstrable experience of maintaining a busy reception area, including greeting people and operating a telephone switchboard.
 |
| 1. Proficient in the use of Microsoft Office Package: - such as Access, Excel, and Word etc.
 |
| 1. Excellent organisational & administrative skills.
 |
| 1. Ability to work as part of a team
 |
| 1. Ability to meet deadlines and to prioritise workload.
 |
| 1. Ability to use initiative.
 |
| 1. Excellent communication skills to deal effectively with employees within all departments, as well as with customers and suppliers to provide information and assistance
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| 1. Ability to provide a high standard of customer service
 |
| 1. Ability to adhere to confidentiality.
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| 1. Ability to take accurate messages and disseminate information appropriately
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| 1. Ability to work flexible hours as necessary.
 |
| 1. An understanding of the issues within disadvantaged communities.
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| **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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |