**COMMUNITY ADVICE ARDS AND NORTH DOWN**

**APPLICATION FOR EMPLOYMENT**

Please complete as an MS Office compatible document or in **black** ink to enable clear photocopying.

**POSITION: Receptionist**

**HOURS: 30 hours per week**

**LOCATION: CAAND Newtownards Office**

**Please indicate which post you are applying for:**

**PERSONAL**

|  |  |
| --- | --- |
| SURNAME: | FORENAMES: |
| ADDRESS: | TELEPHONE NUMBERS:HOME:WORK:EMAIL: |
| NATIONAL INSURANCE NUMBER: |

**REFERENCES**

Please give the details of **two** people who we can approach should you be made an offer of employment (one of whom should be from your current or most recent employer):

|  |  |  |
| --- | --- | --- |
| Name & Address | Role & Relationship to applicant | Tel No/Email |
|  |  |  |
|  |  |  |

**DISABILITY**

 DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY WHICH IS RELEVANT TO YOUR JOB APPLICATION? YES/NO

If you have answered ‘YES’ – is there anything we should know about your requirements in order to offer you a fair selection, or to make reasonable adjustments to work arrangements: e.g. interpreter, parking facilities, or any other form of assistance (please specify):

**EDUCATION AND TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
| TYPE OF SCHOOL / COLLEGE ETC ATTENDED (from age 11) | FROM | TO | EXAMINATIONS PASSED, OR OTHER QUALIFICATIONS ATTAINED |
|  |  |  |  |

 PLEASE STATE ANY ADDITIONAL QUALIFICATIONS, MEMBERSHIP OF PROFESSIONAL BODIES, OR ANY OTHER TRAINING UNDERTAKEN

**EMPLOYMENT HISTORY**

Relevant employment - including most recent employment. Please start with your present employer and work back. **Please include all periods of unemployment and any relevant voluntary work undertaken.**

**PRESENT/MOST RECENT SALARY: £ \_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME, ADDRESS OF EMPLOYER | POSITION HELD AND MAIN RESPONSIBILITIES | SALARY | DATEFROM - TO | REASONSFOR LEAVING |
|  |  |  |  |  |
|  ***Guidelines: Skills & General Information***Applicants are required to demonstrate specific experience, skills and knowledge by way of personal and specific example on their application form. Using the job description and personal specification for the **Receptionist position**, outline how your experience and knowledge would equip you for this post.***CONTINUE ON ADDITIONAL SHEETS IF NECESSARY*****Please state any other information in relation to your skills , expertise and abilities that may be relevant to this post.** |

**CANDIDATE DECLARATION (You must complete this section in full)**

**(Please provide additional information on a separate sheet if necessary)**

|  |
| --- |
| Candidates must disclose any information about their personal or professional life which in the view of Community Advice Ards & North Down could bring the service into disrepute should they be appointed, including:* removal from previous roles
* findings or allegations of fraud, breach of trust or any other malpractice which may have implications for Community Advice Ards & North Down insurance.
* current or previous membership of organisations which may conflict with the aims, principles and values of the Community Advice Ards & North Down service
* Behavior which might be seen to undermine public confidence and trust.

**You must detail any relevant information below or state that you have nothing relevant to declare:** |

Candidates that are selected for interview will also be subject to an identity check to ensure that they have the right to work in Northern Ireland.

*I declare that the information given in this application form is correct to the best of my knowledge and I understand that any offer of employment will be dependent on references being considered satisfactory.*

**SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Completed applications should be sent to:

Derek.mcgregor@caand.co.uk

Or

Derek McGregor (Manager)

Community Advice Ards and North Down

Hamilton Road Community Hub

39A Hamilton Road

Bangor

BT20 4LF

**The closing date for return of completed application forms is Friday 25th October 2024 at 12 noon.**