**Application Form:**

**Administration and Comms Support Assistant**

Please write clearly (type or block capitals)

* All information will be treated in confidence and will be used by DTNI to assess your suitability for the role
* Candidates will be short listed on the basis of information contained in this application.

**CLOSING DATE FOR ALL APPLICATIONS IS 27th December**

**Interviews will take place on Friday 10th January 2025**

|  |  |
| --- | --- |
| Surname: |  |
| Forename: |  |
| Address: |  |
| Postcode: |  |
| Contact Tel No:  |  |
| E-mail address |  |

Do you have the use of a car for official business, or access to public transport that will enable you to carry out the full duties and responsibilities of the role?

Do you hold a current clean UK Driving License?

**EDUCATION & TRAINING**

**Your Qualifications (most recent first)**

|  |  |
| --- | --- |
| Place of study | Summary of qualifications gained & grades |
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**Work Related Training**

Please give details of any relevant training courses you have been on, particularly those within the last 5 years.

|  |  |
| --- | --- |
| Organising Body | Course Title / Subject |
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|  |  |

**WORK HISTORY**

You need not go back more than 8 years unless you have particular experience that is appropriate to this role. Please provide as much information as possible, starting with your current or most recent job.

**CURRENT / MOST RECENT EMPLOYMENT**

|  |
| --- |
| Job Title:  |
| Date commenced:  | Date left or notice required:  |
| Name of Employer:  |
| Address of Employer:  |
| Main Responsibilities:  |
| Reason for leaving:  |

Please give details of your employment history in reverse chronological order. Indicate any career breaks and the reasons for them and state other full-time commitments. (You may use additional sheets if necessary)

| Employers Name and Address | Job title and key responsibilities  | Dates From / To | Reason for Leaving |
| --- | --- | --- | --- |
|  |  |  |  |
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**ESSENTIAL AND DESIRABLE CRITERIA**

Taking each question in turn please clearly demonstrate, using relevant examples from your work experience how you meet the essential criteria **i**ncluding any desirable criteria (if applicable) as identified in the job description and personal specification. Desirable criteria will only be used for shortlisting if there is a high volume of candidates meeting the essential criteria.

Please keep your answers succinct and below the suggested word limit.

Q1. At least two years’ recent experience working in an administrative role

Q2. Strong IT skills. Good working knowledge of Microsoft Windows applications and online document sharing systems (SharePoint, Google Docs or equivalent. Experience of CRM systems is desirable although not essential.

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Q.3. Previous experience in managing and creating social media content for an organisation.

Q4. Strong organisation and time management skills.

Q5. Customer service experience – communication skills.

**ADDITIONAL INFORMATION**

**REFERENCES**

Please give the name and address of two referees. Your current or last employer should be one. *NB: references will only be contacted with prior agreement of the applicant*

**REFEREE 1**

|  |  |
| --- | --- |
| Name: |  |
| Relationship: |  |
| Company: |  |
| Address: |  |
| Tel: |  |
| Email: |  |

**REFEREE 2**

|  |  |
| --- | --- |
| Name: |  |
| Relationship: |  |
| Company: |  |
| Address: |  |
| Tel: |  |
| Email: |  |

**INTERVIEW REQUIREMENTS**

Please let us know in the box below if you require any adjustments in order to attend an interview.

|  |
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|  |
| --- |
| I confirm that the information given in this application form is correct. I understand that should this subsequently be found to not be the case any offer of employment may be terminated or I may be subject to disciplinary action up to and including dismissal. Whilst the information given in this application is confidential, applicants are advised that legal processes may require the company to disclose the form to certain statutory, legal or other bodies for lawful business purposes. **DATA PROTECTION STATEMENT**I consent to the information I have provided in this application form being used for: 1. Processing my application for this post, including both manual and computerised records.
2. Transfer to the employment record if I am appointed, including both computerised and manual systems. I understand that this information will be processed in accordance with the Data Protection Act 1998 and GDPR’s.

I consent to this information being retained for a period of a minimum of 12 months, or longer in the event of any legal proceedings taken against DTNI by any applicant in connection with this appointment.Name: (Print) Signature: Date: |

**Return your completed application to:** admin@dtni.org.uk

by **27th of December 2024**