**The Resurgam Community Development Trust Ltd**

**Post:** Administrator

**Application Ref:**  CA 25

**Closing Date:**  10012025

This Post is open to Job Share

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**Please complete all sections of this application using black ink or typescript**

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| **PERSONAL PARTICULARS** |
| **Name:****Address:****Telephone Number for Contact:** |

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| **EDUCATION** |
| **Subjects passed at ‘O’ Level/GCSE** |
| **Subjects passed at ‘A’ Level/GCSE** |

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| **Degrees or Diplomas obtained with dates and institutions attended** |

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| **PROFESSIONAL QUALIFIATIONS** |
| Name of Professional Body or Bodies | 1. By examination Date and Result
 | 1. By Election
 |

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| **PRESENT EMPLOYMENT** |
| **Name and address of employer:****Post Held:****Duties of Post:****Date Appointed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Present Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Period of Notice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **PAST EMPLOYMENT** |
| **Name and Address of Employer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Post Held:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Duties of Post:****Date Appointed:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Present Salary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **VOLUNTARY SERVICE OR COMMUNITY WORK** |
| Please give details of any voluntary service or community work that you have undertaken on an unpaid voluntary basis: |

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| **PREVIOUS EXPERIENCE** |
| On this page list in order, beginning with the earliest, any previous posts you have held, with dates: |

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| **RELEVANT EXPERIENCE TO THIS POST -** Please enter in the boxes below how you meet the following essential criteria: |
| **Education/Knowledge** |

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| **Experience** |

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| **Skills/Abilities** |
| **Circumstances*** If applicable, receives a satisfactory Enhanced Disclosure Clearance via the Disclosure and Barring Service formally the Criminal Records Bureau.
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| **Managing Diversity*** Able to recognise the unique potential that individuals from differing backgrounds, experiences, and perspectives bring to the Community Academy (Resurgam Trust – Fermanagh Trust)

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| **REFEREES – please note candidates will not be shortlisted if any information in this section is missing.** |
| **Please name two referees, who should have knowledge of you in a working/academic capacity**1. **Name:**

**Address:****Telephone Number:****Position:** |
| 1. **Name:**

**Address:****Telephone Number:****Position:** |

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| **DECLARATION:**I declare that the information set forth in this application form is, to the best of my knowledge, true and complete.**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Please return to:**

**The Secretary, Resurgam Community Development Trust Ltd**

**Laganview Enterprise Centre**

**69 Drumbeg Drive**

**Lisburn**

**BT28 1QJ**

**Or email**

**Angela.Wright@resurgamtrust.co.uk**