**APPLICATION FORM**

**GUIDANCE NOTES ON COMPLETING JOB APPLICATION FORM**

**Read before completing**

1. Clanrye Group seeks to be an equal opportunities employer and values a diverse staff team that reflects the population with which we work. We also aim to appoint the applicant who has the most relevant skills, abilities and experience for any post that we recruit. Clanrye Group will appoint the candidate who best fits the criteria laid down in the job description enclosed. These are the **only criteria** used to shortlist applicants.

Your application form is your only chance to show the recruitment panel that you meet the requirements to be shortlisted and invited for an interview – please read these guidance notes to increase your chance of success.

You must demonstrate that you meet **all** the **essential** criteria.

1. **To have the best chance of success**

* Explain how you meet each of the criteria by giving information about, or examples of, your skills and experience gained whether as a paid worker, a volunteer or in a personal capacity. Relate your experience to the job description: don’t just describe your current or past employment. Please answer each point in detail: the recruitment panel cannot guess or make assumptions. For example, it is not enough simply to say ‘I understand the importance of Safeguarding’: you need to explain why you think it is important, to demonstrate your understanding to the shortlisting panel.
* Complete all sections of the application form. Type the form and be clear and concise.
* In the `Essential and Desirable’ section do not write more than **300 words** in each box.
* Do not send a CV (curriculum vitae) or other unsolicited information, as it will be not be considered by the panel.
* Complete the Equality and Diversity monitoring form
* Sign, save and return your form as instructed at the bottom of the application form.

**REMEMBER: To have a good chance of being shortlisted, you must tell us clearly and in detail how you meet the personal specification for this post.**

Logo, company name

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Slieve Gullion Courtyard

89 Drumintee Road

Killeavy, Newry BT35 8SW

T: 02830 898119

**APPLICATION FORM**

**CONFIDENTIAL**

|  |  |
| --- | --- |
| Reference No | DSS Admin Maternity Cover |
| Vacancy Title | Administration Assistant |
| Vacancy Location | Drumalane Mill, The Quays, Newry |

**Personal Details**

Surname: Forename:

Address:

Postcode:

Home Telephone No: Mobile Telephone No:

Email Address:

National Insurance No: Place of Birth:

I confirm that I am to entitled to work in the UK Yes ☐ No ☐

Do you have access to a car or other suitable form of transport if Yes ☐ No ☐

necessary to meet the requirements of the post?

Do you hold a full, clean driving licence valid for the UK? Yes ☐ No ☐

**Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Qualification | Level & Grade of Qualification | Examining Body | Date Obtained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Courses Currently Being Undertaken

|  |  |  |
| --- | --- | --- |
| Name of Qualification | Level of Qualification | Examining Body |
|  |  |  |
|  |  |  |
|  |  |  |

Training and Development

Please use this space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

|  |  |
| --- | --- |
| Training Course | Course Details (include length of course/nature of training) |
|  |  |

**Employment**

**Present or Most Recent Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of present/most recent employer |  | | |
| Position held |  | | |
| Dates of employment | From: To: | | |
| Period of notice (if applicable) |  | Salary: |  |
| Reason for leaving (if applicable) |  | | |
| Explanation of duties: | | | |

Previous Employment

|  |  |
| --- | --- |
| Name and address of Employer |  |
| Position held |  |
| Dates of employment | From: To: |
| Reason for leaving |  |
| Brief description of duties: | |

|  |  |
| --- | --- |
| Name and address of Employer |  |
| Position held |  |
| Dates of employment | From: To: |
| Reason for leaving |  |
| Brief description of duties: | |

|  |  |
| --- | --- |
| Name and address of Employer |  |
| Position Held |  |
| Dates of Employment | From: To: |
| Reason for Leaving |  |
| Brief description of duties: | |

Gaps in Education/Employment History

Please account for any gaps in education/employment which have not been included in previous information.

**Essential Criteria**

1. Please outline your previous experience demonstrating a minimum of 2 years’ experience in an administrative capacity.

2. By giving examples please outline your proven experience of working with young people with a disability or health condition and families from disadvantaged backgrounds.

1. By giving examples, please demonstrate your competence in using ICT to include Sharepoint, Outlook, Word, Excel and Powerpoint in meeting administrative deadlines.
2. By giving examples, please demonstrate how you are a highly organised person who can manage a busy workload in an office based environment.

5.Please outline why you consider yourself particularly suitable for this post offered.

(word limit: 200 words)

Interests/Hobbies

Please give details of other interests/hobbies.

**Protection of Adults at Risk of Harm and Safeguarding Young People**

This post may involve ‘regulated activity’ as defined under Safeguarding Vulnerable Groups (NI) Order 2007. For further information on regulated activity please visit [www.nidirect.gov.uk/articles/regulated-activity-vulnerable-groups](http://www.nidirect.gov.uk/articles/regulated-activity-vulnerable-groups)

Is there any reason as to why you would not be suitable to work with young people/adults at Risk in a training setting?

Yes ☐ No ☐

If Yes, please provide details:

Please Note: Clanrye Group will be carrying out enhanced disclosure checks under Access NI. Futher information on Access NI Code of Practice is available at [www.nidirect.gov.uk/publications/accessni-code-practice](http://www.nidirect.gov.uk/publications/accessni-code-practice)

A criminal record will not necessarily be a bar to obtaining a position at Clanrye Group. A copy of Clanrye Groups Ex Offenders policy and Storing Disclosure Information Policy is available at [www.clanryegroup.com](http://www.clanryegroup.com)

**References**

Please give the names and addresses of two referees who have knowledge of your work and who would be willing to supply references.

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1** | | **Referee 2** | |
| Name |  | Name |  |
| Address |  | Address |  |
| Telephone No |  | Telephone No |  |
| Email Address |  | Email Address |  |
| Position Held |  | Position Held |  |

I declare that the above information is true and accurate.

I understand that if I provide false or misleading information I may have any offer of employment withdrawn or if employed will be dismissed from the service.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name in Capitals \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applications to be returned by email to: Ruth Murphy, Email: [ruth.murphy@clanryegroup.com](mailto:ruth.murphy@clanryegroup.com) or by post to:

Ruth Murphy

Clanrye Group

Drumalane Mill

The Quays

Newry

BT35 8QS

**Closing Date: 12noon, Thursday 12th December 2024**

A close-up of a logo

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