

**Application Form**

PLEASE COMPLETE **IN BLACK** INK OR TYPESCRIPT

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| **Position Applied For:**  Administration Officer | Please return completed application and monitoring forms to  **recruitment@wegobeyondhr.com by**  **Thursday 8th May 2025 by 12pm** |
| **Location:** Belfast |
| **Ref No:** 10/04/AO/01 |

Please ensure that you have read the ‘Candidate Guidance Notes’ before completing this application form. Applicants must ensure that they provide sufficient information on the application form to enable the selection panel to assess their eligibility for consideration. Failure to do so will result in the application being rejected. Late applications will not be accepted.

1. **PERSONAL DETAILS**

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| --- | --- | --- | --- |
| **Surname:** | **First or Given Names:** | | **Title:** |
| **Home Address:** | | **Home Telephone No.** | |
| **Daytime Telephone No.** | |
| **E-mail:**  *Please be aware that all communications regarding the recruitment for this post will be made via email.* | |
| **Postcode:** | |
| **Do you have the right to work in the UK?:**  **YES ☐ NO ☐** | | **National Insurance No.** | |

1. **REFERENCES**

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| Please give name, address and position of two persons from whom we may obtain a reference (where applicable one should be your present / last employer). | |
| |  | | --- | | **1st Reference** | | Name: | | Occupation: | | Company Name: | | Email: | | Address: | |  | | Postcode: | | Tel No: | | Capacity in which you know this person: | | |  | | --- | | **2nd Reference** | | Name: | | Occupation: | | Company Name: | | Email: | | Address: | |  | | Postcode: | | Tel No: | | Capacity in which you know this person: | |

**EQUALITY OF OPPORTUNITY**

Orchardville is an equal opportunities employer. All applicants for employment are requested to supply information on the separate monitoring form. This information is required for monitoring purposes only and will be treated in confidence. Selection for employment will be on merit i.e. the best person for the job.

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| **Please state where you became aware of this post** *(i.e. name of website / newspaper etc.)* | …………………………………………………… |

**3.EDUCATION, QUALIFICATIONS AND TRAINING**

**POST PRIMARY EDUCATION** (A-Level, GCSE or equivalent)

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| **SUBJECTS PASSED** | **LEVEL ATTAINED** | **GRADE** |
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**FURTHER EDUCATION**

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| **UNIVERSITY / COLLEGE** | **SUBJECTS PASSED** | **LEVEL ATTAINED** | **GRADE** |
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**PROFESSIONAL QUALIFICATIONS**

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| **Name of Professional Body** | **Level of Membership** | **Registration / Pin Nos** |
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**RELEVANT TRAINING COURSES (if applicable)**

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| **Name of Organisation** | **Name of Training** | **Qualification attained (if applicable)** |
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**4.EMPLOYMENT HISTORY**

**CURRENT / MOST RECENT EMPLOYER**

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| --- | --- | --- | --- |
| **Name & Address of Employer:** | | | |
| **Job Title:** | **Start Date:** | **Current Salary:** | **Period of Notice / Reason for Leaving** |
| **Summary of Duties:** | | | |

**PREVIOUS EMPLOYMENT**

Please list previous employment beginning with the most recent.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name & Address of Employer** | **Job Title** | **Dates (dd/mm/yy)** | | **Brief Summary of Duties** | **Reason for Leaving** |
| From | To |
|  |  |  |  |  |  |
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**PREVIOUS EMPLOYMENT continued….**

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| --- | --- | --- | --- | --- | --- |
| **Name & Address of Employer** | **Job Title** | **Dates (dd/mm/yy)** | | **Brief Summary of Duties** | **Reason for Leaving** |
| From | To |
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**GAPS IN EMPLOYMENT**

Please provide information below to explain any gaps in your employment history.

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1. **ESSENTIAL CRITERIA**

You should use this section to clearly demonstrate how you meet the essential criteria for this post as identified in the job advertisement and personnel specification.

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| **RELEVANT EXPERIENCE CRITERIA:**  **Please confirm that you meet all of the essential criteria as listed in the job description (you will be asked later in this form to demonstrate this):** | |
| * 4 GCSE’s (Grade A\* - C) or equivalent including Maths and English   ***or***  NVQ Level 2 Administration | YES ☐ NO ☐ |
| * 2 years relevant experience working within an admin environment | YES ☐ NO ☐ |
| * Proficient in the use of Microsoft Office applications including Word, Access, Excel etc. | YES ☐ NO ☐ |
| * Proven ability to deliver results within agreed timescales | YES ☐ NO ☐ |
| * Able to demonstrate flexibility within role | YES ☐ NO ☐ |
| * Ability to use initiative and make decisions within remit | YES ☐ NO ☐ |
| * Able to demonstrate good communication and organisational skills | YES ☐ NO ☐ |
| * Proven track record of working within a team to achieve outcomes | YES ☐ NO ☐ |
| * Current full driving license, valid in the UK, and access to a car or other form of transport which will permit you to carry out the duties of the post in full. N.B: Alternative transport methods will be considered for those who have a disability and cannot obtain a driving license. | YES ☐ NO ☐ |

Please use the space below to demonstrate this experience with dates, as appropriate.

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1. **DESIRABLE CRITERIA**

You should use this section to clearly demonstrate how you meet the desirable criteria (if any) for this post as identified in the job advertisement and personnel specification.

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**7.ADDITIONAL INFORMATION**

Please provide any additional information that may support your application

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1. **APPLICANT DECLARATION**

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| *To the best of my knowledge, the information I have given in this personal record is true and accurate. I understand that if found to have given false information or to have suppressed any material facts, I shall be liable to disqualification, or if appointed, dismissed.*  **Name:**  **Date:** |
| **ACCESS NI**  I understand that this post is (or may be) exempt from the provisions of the Rehabilitation of Offenders (NI) Order 1978. In the event of my application being successful, I consent to a check being made by Access NI, a single history disclosure body.  Orchardville will hold identity documentation provided by successful applicants for 90 days after their Enhanced Access NI Disclosure Certificate is issued. After this time any identity documents will be destroyed in line with our Secure Handling, Storage & Disposal of Disclosure Information Policy.  Should successful applicants wish to know more about how Access NI will handle their data, this information can be found in the Access NI Privacy Notice, found at <https://www.justice-ni.gov.uk/publications/ani-privacy>  *A copy of the following documents are available on request:*   * *Access NI Code of Practice* * *Recruitment of Ex-Offenders Policy* * *Secure Handling, Storage & Disposal of Disclosure Information Policy* |
| **STATEMENT OF NON-DISCRIMINATION**  Orchardville is committed to equality of opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing clients / customers and employees. If your role is a **Regulated Activity Position**, as defined by the **Safeguarding Vulnerable Groups (NI) Order 2007**, and **falls within the definition of an “excepted” Order (NI) 1979**:, **ALL** convictions including **SPENT** convictions **MUST** be disclosed. Having a conviction will not necessarily debar your application from being considered.  ***Table of Rehabilitation Periods***  This table outlines rehabilitation periods after which many of these sentences will be considered ‘spent’. Custodial sentences of over 2.5 years can never become spent.   |  |  |  | | --- | --- | --- | |  | **Rehabilitation Period** | | | Aged 18 or over upon conviction | Aged under 18 upon conviction | | Prison (immediate or suspended sentence) or Young Offender Institution- more than 6 months but less than 2½ years | 10 years | 5 years | | Prison (immediate or suspended sentence) or Young Offender Institution- 6 months or less. | 7 years | 3.5 years | | Fine or Community Service Order, Combined Orders. | 5 years | 2.5 years | | Absolute Discharge | 6 months | | | Probation Order, Bind Over, Conditional Discharge, Care/Supervision Order | Date Order ceases or 1 year (after date of conviction)- whichever is longer | | | Attendance Centre Order, Juvenile Justice Order, Youth Conference Order, Community Responsibility Order | 1 year after the Order expires | | | Hospital Order (with or without restriction) | 5 years after date of conviction or 2 years after order expires- whichever is longer | |   **Please provide information about previous convictions, including cautions and other warnings you may have received (excluding parking fines / bye-law offences etc.)**  *(You are not required to and should not provide details old and / or minor offences that will not be disclosed by Access NI.)*  **………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………** |
| **DISABILITY**  Orchardville, as part of our Equal Opportunities Policy, welcomes applications from people with disabilities. In accordance with the Disability Discrimination Act, a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities”.  Do you have a disability that requires reasonable adjustments to enable you to attend for interview?  **YES** ☐**NO** ☐  If yes, please specify:  ***………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………*** |