

**Application Form**

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| Position Applied for: | Office Manager |
| Reference: | 05/OM/CCTNI |
| *Office Use Only*Candidate Reference |  |

**Information for Candidates – Please read before completing application form**

Please complete all sections of this form in full.

Applicants are not permitted to alter the format or content of the application form in any way.

Applicants must ensure that all information is provided within this form. **CV’s will not be accepted.**

This application form should be used to highlight relevant and appropriate experience, in accordance with the required competencies and essential & desirable criteria outlined in the Job Description.

***Please submit your completed application form and equality monitoring form in confidence to hrofficer@viablecs.org***

Applications must be submitted by 5pm on Wednesday 14th June 2023.

Failure to comply with the above instructions may render your application invalid.

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| 1. **APPLICANT DETAILS**
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| **Surname:**  |  | **Forename(s):** |  |
| **Home Address:** |  |
| **Postcode:** |  | **Email:** |  |
| **Home Number:** |  | **Mobile Number:** |  |
| **National Insurance Number:** |  |
| **Reasonable Adjustments**Please provide details of any special arrangements/adjustments in relation to either communications or access requirements if invited to interview. |  |
| **Driving Licence** Are you able to drive / access to transport as role will require travel? |  |
| This criterion may be wavered if a disability prohibits driving. In this case you must have access to a form of transport which allows you to fulfil the requirements of the job in full. If appropriate, please indicate how you would meet this requirement. |
| **Right to work in the UK** Do you need a work permit to work in the UK?As required under legislation, we will require you to present documentary evidence to confirm your right to work in the UK, *e.g.Your Passport or other Official Documentation confirming your National Insurance Number and your Full Birth Certificate or any other eligible documentation.* |  |
| **Availability**I understand that this role will require flexibility and an ability to work outside normal office hours with reasonable notice when required. |  |
| **Ability to Travel**I understand that this role will require travel across Northern Ireland to attend meetings and events. If you are unable to drive, please explain how you would meet the mobility requirements of this post. |  |

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| 1. **APPLICANT EDUCATION / QUALIFICATIONS**
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**Please use this section to provide details of your education history, any qualifications attained, membership of any relevant professional bodies, and any additional training which you feel is relevant to support your application. Please note that proof of qualifications and/or membership of professional bodies may need to be produced.**

**Relevant secondary/further education - GCSE, O-Level, A-Level, NVQ, Secretarial or equivalent**

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| **Subject** | **Examining Body** | **Level Attained** | **Grade** | **Year** |
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 **Relevant third level education and above (if applicable)**

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| **Degree/Diploma/Certificate** | **Result** | **Date Obtained** |
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**Relevant membership of professional bodies** (and courses attended)

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| **Date To/From** | **Details** | **Grade of Membership** |
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| **3. APPLICANT EMPLOYMENT HISTORY – CURRENT**  |
| **Current Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first.Please account for any gaps in employment/ self-employment of more than 1 year.  |

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| **Name of Current Employer** |  |
| **Employment Date**  | **From** |  | **To** |  |
| **Address of Current Employer**  |   |
| **Current Position / Job Title** |   |
| **Notice Period** |  |
| **Salary and Benefits on leaving post** |  |
| **Reason for Leaving** |  |
| **Key Duties and Responsibilities:** Please use this to also note any additional Information (any other information you feel may be relevant): |
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| **4. APPLICANT EMPLOYMENT HISTORY- PREVIOUS** |
| **Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first.Additional pages may be added if required. |

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| **Name of Employer** |  |
| **Employment Date**  | **From** |  | **To** |  |
| **Address of Previous Employer**  |  **Postcode** |
| **Position / Job Title** |   |
| **Salary and Benefits on leaving post** |  |
| **Reason for Leaving** |  |
| **Key Duties and Responsibilities:** Please use this to also note any additional Information (any other relevant information you feel may be relevant): |
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| --- | --- |
| **Name of Employer** |  |
| **Employment Date**  | **From** |  | **To** |  |
| **Address of Previous Employer**  |  **Postcode** |
| **Position / Job Title** |   |
| **Salary and Benefits on leaving post** |  |
| **Reason for Leaving** |  |
| **Key Duties and Responsibilities:** Please use this to also note any additional Information (any other relevant information you feel may be relevant): |
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| **5. INFORMATION IN SUPPORT OF YOUR APPLICATION** |
| 1. **Please detail how you have achieved a minimum of 3 years’ experience of office administration.**
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| 1. **Please demonstrate your experience of organizing your own time and work, using your initiative and setting your own work priorities**
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| 1. **Please illustrate your experiences of minute taking, organising meetings and events such as conferences or seminars.**
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| 1. **Please demonstrate your experiences of preparing draft papers for meetings, including agendas and briefing papers.**
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| 1. **Please describe your IT skills and competence, specifically your experiences of using Microsoft Word, Excel and Outlook.**
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| **6. OTHER INFORMATION** |

**Disability Discrimination Act**

**A person has a disability if he or she has “a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.” *(Disability Discrimination Act 1995)***

 **Do you, in accordance with the above, have a disability?**

**Yes** [ ]

**No** [ ]

**Do you require any reasonable adjustments to be made to support and assist you if called for interview?**

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**Disciplinary or grievance procedures, complaints and criminal offences.**

**Do you have any current, live warnings in relation to grievance or disciplinary on your record of employment?**

**Please Tick**

**Yes** [ ]

**No** [ ]

**If yes, please give details including outcome(s)**

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Given the nature of the job for which you are applying, do you have any convictions that are not “protected” as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979 (as amended) CCTNI only ask about convictions which are defined as “not protected” for the purposes of obtaining a Standard or Enhanced disclosure.

All conditional offers are subject to a satisfactory personal declaration and all regulated posts must also have a satisfactory Enhanced Disclosure Check including a Barred list check. CCTNI is committed to the equality of opportunity for all applicants, including those with criminal convictions. We will undertake to ensure an open, measured and recorded discussion on the subject of any offences or other matters that might be considered relevant for the position concerned. If required this will be conducted following the selection process. Whilst the disclosure of information will not automatically prevent an individual from obtaining employment, it is essential that all convictions (other than protected convictions) are disclosed to allow CCTNI to adequately consider their relevance to the post in question. CCTNI considers failure by applicants to declare complete and accurate information about convictions to be a serious breach of trust.

Please circle 'Yes' to confirm that you accept and understand the above:

**Ans**: Yes

In accordance with the Safeguarding Vulnerable Groups (NI) Order 2007, it is an offence for anyone who is barred from working with Children and/or Vulnerable Adults to seek work in a post involving “regulated activity" in an area from which they are barred.

Please circle 'Yes' below to confirm that you accept and understand this requirement:

**Ans**: Yes

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| **7. REFEREES** |
| Please state the names and addresses of two referees of whom confidential enquiries will be made as to your skills, experience and work performance. (Both should be familiar with your work, and at least one should be your present or most recent employer. Neither referee should be a relative.)**Referees will only be contacted once a conditional offer of employment has been made.**  |
|  | **Referee 1** | **Referee 2** |
| **Name:** |  |  |
| **Relationship to you:** |  |  |
| **Position held:** |  |  |
| **Company Name and Address *(including postcode)*** |  |  |
| **Telephone No:** |  |  |
| **Email Address:** |  |  |

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| **8. DATA PROTECTION**  |

Camphill Community Trust (referred to as **"CCTNI"** or **"the organisation"**" throughout this notice) collects and processes personal data relating to job applicants as part of our recruitment process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

This notice sets out the basis on which we collect, use and disclose the personal data of our job applicants, as well as your rights in respect of such personal data.

## **What information does CCTNI collect and how?**

CCTNI collects a range of information about you. This includes:

* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience and employment history;
* information from interviews and phone-screenings you may have;
* information about your current level of remuneration, including benefit entitlements;
* information about your entitlement to work in the UK; and
* equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

We may collect this information in a variety of ways. For example, data might be contained in application forms or CVs (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews or other methods of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made to you.

Data will be stored in a range of different places, including on your application record, in our HR management systems and our email system.

## **Why does CCTNI process personal data?**

CCTNI collects and processes your data for a number of purposes and where we have a legal basis to do so, as follows.

CCTNI has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

CCTNI may process information about whether or not applicants are disabled so we can make reasonable adjustments for candidates who have a disability. Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes. Our processing of these types of data will be carried out to ensure you or us can meet our obligations or exercise our rights under law related to employment or (only where applicable) to enable us to establish, exercise or defend legal claims.

We will not use your data for any purpose other than the recruitment process of which you are a part.

## **Who has access to data?**

Your information may be shared internally within the company for the purposes of the recruitment process. This includes members of the HR team, interviewers involved in the recruitment process, and managers in the business area with a vacancy.

We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made. We will then share your data with former employers in order to obtain references.

In addition, we may need to share your personal information with a regulator or otherwise to comply with the law.

## **How does CCTNI protect data?**

CCTNI takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our personnel in the proper performance of their duties.

## **For how long does CCTNI keep data?**

If your application for employment is unsuccessful (including when you have speculatively applied to us in respect of a role which is not available), we will hold your data on file for 6 months. At the end of that period, your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which employee data is held will be provided to you in a separate privacy notice.

## **Your rights**

As a data subject, you have a number of rights under data protection law. You can:

* access and obtain a copy of your data on request;
* require CCTNI to change incorrect or incomplete data;
* require CCTNI to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
* object to the processing of your data where CCTNI is relying on its legitimate interests as the legal ground for processing; or
* ask us to transfer your data to another organisation.

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact **office@cctni.co.uk**

If you believe that the company has not complied with your data protection rights, you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).

## **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to CCTNI during the recruitment process. However, if you do not provide the information, we may not be able to process your application.

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| **9. DECLARATION** |

**Declaration**

I confirm that, to the best of my knowledge and belief, the information I have provided is true and complete. I understand that my application, any job offer made, and any subsequent employment with the Company may be withdrawn if I withhold relevant details or give false information.

I agree that, should I be successful in this application, I will consent to an application for disclosure of criminal convictions, if it is required for the role.

I understand that my application, any job offer made, and any subsequent employment with the Company may be withdrawn in the event of unsatisfactory references and/or Access NI background checks.

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| **Signed:** |  |
| **Print Name:** |  |
| **Date:** |  |

***CANVASSING WILL DISQUALIFY***

***CAMPHILL COMMUNITY TRUST (NI) IS AN EQUAL OPPORTUNITIES EMPLOYER***

***We therefore welcome applications from all sections of the community***

***PLEASE NOTE APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED***