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| WILLOWFIELD Parish Community Association  Application Form  **JOB TITLE:** Administrative Assistant  **CLOSING DATE:** Monday 9th September 2024 at 4pm  **INTERVIEWS: Tuesday 17th September 2024** (evening) |  |

**NOTES:**

**- CVs will not be accepted.**

- Only applications containing all the information which has been sought will be considered.  
- Application forms should be returned to the General Manager, Heather Purdy – [**heather@wpcabelfast.co.uk**](mailto:heather@wpcabelfast.co.uk) (email only)

Please complete in black ink.

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| **APPLICANT INFORMATION** | | | | | | | | | | | | | | | | | | | | | |
| **Surname**: |  | | | | **First Name:** | |  | | | | | | | | | **Title :** | | |  | | |
| **Middle Name(s):** | | |  | | | **Previous Surname/s (if any):** | | |  | | | | | | | | | | | | |
| **Correspondence Address:** | | | |  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | **Post Code:** | | | | |  | | | | | | | |
| **Contact Number:** | | |  | | | **Mobile Number:** | |  | | | | | | | | | | | | | |
| **Email Address:** | |  | | | | | | | | | | | | | | | | | | | |
|  | | | | | **National Insurance No. :** | | | | |  |  |  |  | |  | |  |  | |  |  |

Do you hold a current full driving license valid in the UK? ☐ Yes ☐ No

If required, do you have access to a car, or a form of transport ☐ Yes ☐ No

which will enable you to undertake the duties of this post?

Please name two referees (not relatives) at least one of whom should have knowledge of your present work and be in a supervisory/managerial capacity.

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| **Title:** |  | | **Name** | |  | | | **Occupation** | |  | |
| **Address:** | |  | | | | | | | | | |
|  | | | | | | | | | **Post Code:** | |  |
| **Contact Number:** | | | |  | | **Email Address:** |  | | | | |

Can we contact this referee prior to interview? ☐ Yes ☐ No

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| **Title:** |  | | **Name** | |  | | | **Occupation** | |  | |
| **Address:** | |  | | | | | | | | | |
|  | | | | | | | | | **Post Code:** | |  |
| **Contact Number:** | | | |  | | **Email Address:** |  | | | | |

Can we contact this referee prior to interview? ☐ Yes ☐ No

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| **EDUCATION / PROFESSIONAL QUALIFICATIONS** | | | |
| **Qualification** | **Examination Body** | **Result** | **Date Obtained** |
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| **EMPLOYMENT HISTORY – PRESENT POST** | | | | | | | | | | | | |
| **Employer Name:** | |  | | | | | | **Period of Notice:** | | |  | |
| **Employer Address:** | | |  | | | | | | | | | |
|  | | | | | | | | | | **Post Code:** | |  |
| **Start Date:** |  | | | | | **Job Title:** |  | | | | | |
| **Job Dept. / Location:** | | | | |  | | | | **Salary / Wage:** | | |  |
| **Reason for Leaving:** | | | |  | | | | | | | | |

**Employment Status:** ☐ Permanent ☐ Temporary ☐ Agency

**Principle Duties of Present Post:**

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Please list all your previous posts beginning with the most recent including periods out of employment.

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| **EMPLOYMENT HISTORY – PREVIOUS POSTS** | | | | | |
| **Name & Address of Employer** | **Job Title** | **Start Date** | **End Date** | **Reason for Leaving** | **Duties** |
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| **ESSENTIAL CRITERIA** | |
| Please explain how you meet the following criteria giving examples and dates where appropriate | |
| **1. Be a committed Christian** whose lifestyle will enable you to own and work within the Christian ethos of WPCA and the faith element of the organisation.\*  \*Consistent with Equality Legislation, the criteria stated in point 1 of Essential Criteria is necessary given that this is a post where the essential nature of the job requires it to be done by a person holding these particular views. |  |
| **2.** 5 A\*-C GCSE’s or equivalent, including English and Maths. |  |
| **3.** Proven ability to work as part of a team, proven ability to use initiative and a self-starter. |  |
| **4.** Proven ability to multi-task and prioritise a varying workload. |  |
| **5.** Previous experience of working in a busy administration role. |  |
| **6.** Good working experience of Microsoft Office, including Word, Excel, Publisher. |  |
| **7.** Demonstrate excellent interpersonal and communication skills – both written and verbal. |  |

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| **DESIRABLE CRITERIA** | |
| Please explain how you meet the following criteria giving examples and dates where appropriate | |
| **1.** Experience in applying for grant funding in the charity sector and grant reporting. |  |
| **2.** Experience updating content of a website. |  |
| **3.** Experience of working with a charity and knowledge of charity compliance. |  |
| **4.** Experience of using Canva or other design app for social media. |  |
| **5.** A-levels or equivalent qualifications |  |

**MEDICAL HISTORY**

Whether you have been in employment or not, please give details and dates of all periods of sickness over the past three years up to the date of this application.

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| --- | --- | --- | --- |
| Nature of Sickness / Absence | Date From | Date To | Did you consult a Doctor? |
|  |  |  |  |

Have you ever had to resign, retire or been dismissed from ☐ Yes ☐ No

a post because of ill health?

**DISABILITY**

Do you require a reasonable adjustment for reasons related to ☐ Yes ☐ No

a disability to allow you to attend for interview?

If yes, please give details:

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**PERSONAL DECLARATION**

1. I declare that all the foregoing statements are true, complete and accurate.

2. I understand that if I give wrong information or leave out important information I could be dismissed if I take up this job.

3. I understand that to take up this job I must have satisfactory references and health assessment.

4. I understand that I may be asked to show some formal identification and evidence of qualifications if required.

5. I confirm that as far as I know there are no medical reasons which would stop me from carrying out the duties of this job.

6. I agree to you making any necessary enquiries during the recruitment and selection process.

Your Signature: Date: