**Community Advice Fermanagh**

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| **Personal information and address for correspondence** | |
| First name(s) |  |
| Last name |  |
| Address |  |
| Postcode |  |
| Telephone home |  |
| Mobile |  |
| Email |  |

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| **CONFIDENTIAL APPLICATION FORM SECTION 1** | | |
| We value diversity, promote equality and challenge discrimination. We encourage and welcome applications from suitably skilled candidates from all backgrounds. Members of the recruitment panel will consider information you provide against the person specification for the role to decide whether you will be shortlisted for an interview. It is therefore essential that you complete the form fully and that you clearly demonstrate how you meet each point on the person specification. Please note that CVs are not accepted. | | |
| Candidate ref. number (for office use only): | | **Administrator 25/26** |
| **Position applied for** | | |
| Job title | **Administrator** | |

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| **Information, experience, knowledge, skills and abilities** |
| **Please ensure that you address ALL the essential criteria in the person specification below and desirable if applicable. Please also fill in the other requirements (tick boxes).** |

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| **ESSENTIAL CRITERIA:** |
| **1i. GCSE Grade C and above in English and Mathematics**  **2i. One year’s experience in a Receptionist/Admin Assistant role to include:**   1. **The operation of a telephone system** 2. **Greeting and assisting all clients** 3. **General administration duties** 4. **Excellent I.T Skills - proficient in the use of email, internet and the Microsoft Office suite**   **3i. Empathetic and non-judgemental attitude to helping people with their queries**  **4i. Excellent communication skills – written, verbal and listening**  **ii. Previous experience of working with vulnerable clients**  **v. Proven ability to use own initiative and work under minimum supervision to plan, prioritise and organise own workload and meet deadlines**  **vi.Ability to work within a team** |
| **DESIRABLE CRITERA:** |
| **Please outline if you meet any of the desirable criteria in the personal specification (1-3).**  **1ii. Level 2 qualification in a relevant discipline such as administration, typing, computer skills or word processing**  **3ii. Knowledge of the Advice Sector in Northern Ireland**  **iii. Knowledge of Social Security benefits** |
| **OTHER REQUIREMENTS:** |
| **Please outline how you meet the ‘other requirements’ criteria in the personal specification (5):**  5i. \*Current driving licence and access to a suitable vehicle (appropriately maintained and insured for business). (\*This criteria will be waived in the case of an applicant whose disability prohibits driving but who is able to demonstrate an appropriate alternative means of meeting the mobility requirements of the post).  **Yes No**  iii. Commitment to the provision of free, confidential, impartial, and independent advice  **Yes No**  iv.Ability to work within the mission, vision and values of Community Advice Fermanagh  **Yes No**  v.Committed to Community Advice Fermanagh policy of equal opportunities.  **Yes No** |

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| **Career history** | | |
| Please include your current / previous employment (including job training schemes), voluntary work, community activities, school placements, time caring for dependants etc. Please put in date order, starting with the most recent. (Continue on a separate sheet if necessary.) | | |
| **Employer’s name and address and type of business.** | **State position held and outline briefly the nature of the work and your responsibilities.** | |
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| Dates from: | To: |
| Reasons for leaving: | |
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| Dates from: | To: |
| Reasons for leaving: | |
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| Dates from: | To: |
| Reasons for leaving: | |
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| Reasons for leaving: | |
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| Dates from: | To: |
| Reasons for leaving: | |

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| **Education** | | |
| Please give details of educational qualifications you have obtained from school, college, university etc. | | |
| Subject | Level | Grade |
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| **Professional development/Relevant Training** |
| Please give details of any relevant professional qualifications, including membership of any professional bodies and any job-related training that you have undertaken. |

**An Access NI check will be required for this post.**

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| **Criminal Convictions** | |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the **Rehabilitation of Offenders** (**NI**) Order 1978?  Having a criminal record will not necessarily bar you from working for Community Advice Fermanagh – much will depend on the type of job you have applied for and the background and circumstances of your offence.  For some posts, an offer of employment will be subject to an Access NI check. If this applies to the post for which you are applying, this will be noted in the application pack. | Yes / No |
| If YES please provide details of the offence and the date of conviction. | |

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| **References** | | |
| Please provide the names, addresses, telephone numbers and email addresses of two people who may be approached for references. One of these must be your present or most recent employer, the other could be someone who knows you in a work related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the post applied for. References will only be taken up for successful candidates following interview. | | |
| **Referee 1** | | |
| **Name** |  | |
| **Address** |  | |
| **Postcode** |  | |
| **Telephone** |  | |
| **Email** |  | |
| In which context does this referee know you? | |  |
| **Referee 2** | | |
| **Name** |  | |
| **Address** |  | |
| **Postcode** |  | |
| **Telephone** |  | |
| **Email** |  | |
| In which context does this referee know you? | |  |

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| Declaration | |
| Data Protection Statement: I consent to this information being processed and stored for the purpose of recruitment and selection at Community Advice Fermanagh, and if appointed, for the purposes of employment at Community Advice Fermanagh.  I confirm that to the best of my knowledge, the information I have provided on this application form is true and correct. I understand that if appointed on the basis of false information contained in this form, I may be summarily dismissed.  **How we will use your information**  The information you give us on the application form will be used to help us decide whether to recruit you as a member of staff - this is our ‘legitimate interest’ under data protection law. It will only be seen by staff involved in the recruitment process, and will be stored securely.  If you are recruited, we will retain your contact information in order to involve and support you. We will also collect additional information, such as next of kin details, and over time records of training, support meetings and where relevant, appraisals. Again, it will be kept securely, and only those people who need to see your information in order to involve you will have access to it.  All use of applicant’s information will be relevant to their involvement, and may include:   * Contacting applicants when necessary * Making reasonable adjustments to improve accessibility * Monitoring statistical details of our applicants * Providing ongoing support to applicants * Addressing problems or complaints | |
| **If you are sending your application form by e-mail, please mark this box** 🞎  **(as a substitute for your signature) to confirm that you agree to the above declaration.** | |
| Signed: | Dated: |

Please return this form by 5pm on Wednesday 23rd of April to:

[browntree@communityadvicefermanagh.com](mailto:browntree@communityadvicefermanagh.com).

Please complete Section 2.

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| **CONFIDENTIAL APPLICATION FORM SECTION 2**  **Diversity monitoring** Please note **Section 2** will be detached before sending your application to the recruitment panel for shortlisting. | | | |
| **Job title:** | **Administrator 25/26** | **Candidate ref. number**  **(for office use only):** |  |
| Community Advice Fermanagh is committed to valuing diversity and promoting equality. We encourage and welcome applications from suitably qualified candidates from all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.  In order to achieve these aims we need to know about the diversity of people who apply to work in the service. Please help us by providing the following information. All information will be treated confidentially and will be separated from your application form before making any selection decisions.  If you prefer not to answer any of the questions please leave them blank.  **General Data Protection Regulations (GDPR)**  Under data protection law we are allowed to ask for this information as its sole purpose is to allow us to monitor the diversity of our applicants.Community Advice Fermanagh will keep the information secure and confidential and use it only for the purposes of recruitment and selection diversity monitoring. If you become an employee of Community Advice Fermanagh the information will be retained for the purpose diversity monitoring only.  Thank you for your co-operation.  **The following information will not be seen by the recruitment panel and will not affect your application.** | | | |

**Age:** ❒ <25 ❒ 25-34 ❒ 35-44 ❒ 45-54 ❒ 55-64 ❒ 65+

**Gender:** ❒ Female ❒ Male ❒ Non-binary

**Ethnic origin -** How would you describe yourself? Choose **one** section and select the appropriate box within it.

**White:**

❒ British ❒ Irish ❒ Northern Irish ❒ Gypsy or Irish Traveller

❒ Other White background, please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed Heritage:**

❒ White and Black African ❒ White and Black Caribbean ❒ White and Asian

❒ Other Mixed background, please state:

**Asian or Asian British:**

❒ Indian ❒ Bangladeshi ❒ Pakistani

❒ Any other Asian background, please state:

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**Black or Black British:**

❒ African ❒ Caribbean ❒ Any other, Black background, please state:

**Chinese or other ethnic group:**

❒ Chinese ❒ Arab ❒ Any other, please state:

❒  **Prefer not to say**

**Disability –** Community Advice Fermanagh believes that people are disabled by the barriers society places in their way and not by their own impairments. We believe everyone has a role to play in society and we want the service to benefit from the widest range of talent available.

Do you consider yourself to be a disabled person or do you have a long-term health condition?

❒ Yes ❒ No ❒ Prefer not to say

**Religion or belief -** Which group below do you most identify with?

❒ Catholic Community ❒ Protestant Community ❒ Neither Community