**APPLICATION FORM - PART 1**

| **Reference Number:**  **ZG-OA-2025** | **Title of Post:**  **OFFICE**  **ADMINISTRATOR** | **Location of Post:**  **Zachary Geddis Trust**  **Coleraine** |
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**PERSONAL DETAILS**

| Surname: | Previous Surnames: |
| --- | --- |
| First Names: |  |
| Email Address:  NI Number: | Telephone Number:  Mobile Number: |

**ELIGIBILITY TO WORK IN THE UK**

| Do you have eligibility to work in the UK? YES/NO  If No, please give details: |
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| Do you have a current ACCESS NI Disclosure Certificate? YES/NO  If No, please note that The Zachary Geddis Trust conducts checks on all public-facing staff members before post commencement. |
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**APPLICATION FORM - PART 2**

| General Information |
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| Why do you want to become a team member of The Zachary Geddis Trust? |

**DEMONSTRATING YOUR ESSENTIAL EXPERIENCE**

| The following sections ask you to outline how you meet the essential experience and desirable criteria specified in our personnel document. Applicants must demonstrate expertise by giving examples and provide full details of any relevant qualifications with the grade/level obtained. Suppose you fail to deal with each experience criterion in the personnel specification. In that case, the selection panel will find it difficult to assess your application form and may be unable to invite you for a ‘suitability to service conversation’. The selection panel will not make assumptions about the skills, knowledge and experience you may have gained. |
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| Essential Criteria |
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| Qualifications & Experience:- *Please list relevant qualifications for this post as detailed in the role specification document, point 1.* |

| Essential Criteria |
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| Knowledge, Skills & Abilities:- *Please list relevant points relating to this post as detailed in the role specification document point 2.* |

| Essential Criteria |
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| Personal Attributes: *Please list relevant points relating to this post as detailed in the role specification document point 3.* |

| Essential Criteria |
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| Qualifications & Experience:- *Minimum grade C or above in GCSE or equivalent Maths and English.* |

| Reference 1: Employee Reference Details (Inc Email) |
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| Reference 2: Character Reference Details (Inc Email) |
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References will be contacted via email.

**PERSONAL DECLARATION**

| To the best of my knowledge, I declare that the information given is honest and accurate. I understand that any wilful misstatement or omission renders me liable to disqualification.  I understand that the appointment is subject to verification of the required qualifications (as per personnel specification) and an appropriate disclosure check when relevant. Having a conviction will not necessarily debar you from working with The Zachary Geddis Trust.  Please be advised that ZGBTST adheres to the Access NI Code of Practice.  Please refer to our applicant privacy notice at [www.zgbtst.org/careers](http://www.zgbtst.org/careers) for further information on how we obtain, handle, store and retain this information.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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Completed application forms should be returned by the closing date to: [info@zgbtst.org](mailto:info@zgbtst.org)

**APPLICATION FORM - PART 3**

**EQUAL OPPORTUNITIES MONITORING FORM**

| Reference No: ZG-OA-2025  The Zachary Trust is an Equal Opportunities Employer. We do not discriminate again our job applicants or employees and we aim to select the best person for the job. All recruitment decisions will be made objectively.  We monitor the community background of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the Fair Employment and Treatment (NI) Order 1998. Your answers will be used by us to prepare a monitoring return to the Equality Commission, but your identity will be kept anonymous.  In all other regards your answers will be treated in the strictest confidence. |
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| 1. **COMMUNITY BACKGROUND:**   Regardless of whether they actually practise a particular religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.    **Please indicate the community to which you belong by ticking the appropriate box below:**    I am a member of the Protestant community:    I am a member of the Roman Catholic community:    I am not a member of either the Protestant or the  Roman Catholic communities:    If you do not answer the above question, we will use the residuary method, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.    ***Note: If you answer question 1 you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to this question.***  **---------------------------------------------------------**  **In order to ensure The Zachary Geddis Trust is complying with other equal opportunity legislation, we would be grateful if you could also complete questions 2 – 5.**    **2. GENDER:**    **Please indicate your gender by ticking the appropriate answer below:**    **Male**: **Female:**    **3. AGE:**    **Please state your date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **4. RACE:**    The Race Relations (Northern Ireland) Order 1997 makes it unlawful to discriminate in employment on grounds of colour, race, nationality or ethnic or national origins. The Zachary Geddis Trust monitors its workforce in line with recommended good practice. Please tick the appropriate option:    **White Black African Pakistani**  **Black Caribbean Bangladeshi Mixed ethnic group**  **Chinese Indian White European Half Indian White Irish European Irish Traveller Community**  **Other (please specify)**    **5. DISABILITY:**    Under the Disability Discrimination Act 1995 a person is deemed to be a disabled person if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. Please note that it is the effect of the impairment without treatment which determines whether an individual meets this definition.    **5.1 Do you consider that you are a person with a disability?**    **Yes No**  If you answered “yes”, please indicate the nature of your impairment below;      **5.2 Do you require any arrangements to assist you if called for an interview/interview exercise?**  **Yes No**  If yes, please state the arrangements which will be needed for you to attend.    **5.3 Do you foresee that you might require reasonable adjustments to be made if you were appointed to the post?**  **Yes**  **No**  If yes, please detail the reasonable adjustments you might expect?      Please note that in relation to a post where travelling is an essential job requirement, for applicants with a disability who cannot hold a driver’s licence, consideration will be given to alternative travelling proposals. |
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Closing Date for Applications: 30th May

Shortlisting Contacted: 9th June

Interviews: Week Commencing 16th June

Start Date: July 2025