

# APPLICATION FORM

**Fermanagh Trust**

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| ***Job Applying for:*** | ***Welcome Host******Part-time 9am-1.30pm Monday-Thursday term time*** | ***Source of Advert?*** |  |

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| --- |
| Please type or write clearly in black ink as this form may be photocopied.  |

##### PERSONAL DETAILS

|  |  |
| --- | --- |
| Surname: | Forenames: |
| Address:Postcode: |  | Title (*for correspondence purposes):* |
| **Telephone Contact Details *(if available)*** |
| Home:Work:Mobile:Email: |  |
|  |
|  |
| National InsuranceNumber: |  |  |

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| --- |
| Please specify any dates you will be unavailable for interview:  |

##### Essential Criteria

1. **Relevant previous job experience**

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| *Please demonstrate how you meet this criteria:* |

##### Essential Criteria continued

1. **Experience in Customer Care**

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| *Please demonstrate, give examples, how you meet this criteria:* |

1. **Flexible and willingness to be involved in a wide range of tasks**

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| *Please demonstrate, give examples, how you meet this criteria:* |

##### Desirable Criteria

1. **Experience of working in a similar setting**

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| *Please demonstrate, give examples, how you meet this criteria:* |

1. **Experience of industrial cleaning**

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| *Please demonstrate, give examples, how you meet this criteria:* |

1. **Evidence of team working**

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| *Please demonstrate, give examples, how you meet this criteria:* |

##### EMPLOYMENT DETAILS

**Please list your employment/experience in chronological order, with the most recent first and**

**include unpaid or voluntary work, if relevant**

## PRESENT OR MOST RECENT EMPLOYMENT

|  |
| --- |
| Name and Address of Employer: |
| Start Date: | Notice Required: |
| Leaving Date *(if applicable):* | Reason for Leaving: |
| Job Title: | Salary: |
| Brief summary of key responsibilities: |

## PREVIOUS EMPLOYMENT continued

|  |
| --- |
| Name and Address of Employer: |
| Start Date: | Leaving date: |
| Job Title: | Reason for Leaving: |
| Brief summary of key responsibilities: |

## PREVIOUS EMPLOYMENT continued

|  |
| --- |
| Name and Address of Employer: |
| Start Date: | Leaving date: |
| Job Title: | Reason for Leaving: |
| Brief summary of key responsibilities: |

##### EDUCATION/QUALIFICATIONS

|  |  |  |
| --- | --- | --- |
| Technical/Professional: | Dates : | Qualifications : |
| Further/Higher Education | Dates: | Qualifications: |
| Secondary Education: | Dates: | Qualifications: |

##### GENERAL

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| --- |
| Membership of Trade/Professional Bodies : |

##### REFEREES

|  |
| --- |
| Please give the name and address of two people (not relatives), one of whom should be your present or most recent employer: |
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
| Telephone No: | Telephone No: |

##### CRIMINAL CONVICTIONS

**Have you any criminal convictions (unspent or pending)? YES / NO**

**If yes, please give details:**

##### DECLARATION

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| --- |
| **I declare that to the best of my knowledge the information I have given in support of my application is true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed.****SIGNATURE: DATE:** |

## DATA PROTECTION

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| --- |
| *Fermanagh Trust will retain information about job applicants for 12 months. Application forms for successful candidates will be retained on their personnel file.* |

**Please send completed form to: - *The Director, The Fermanagh Trust, Fermanagh House, Broadmeadow Place, Enniskillen, Co Fermanagh BT74 7HR*.**

**Closing date for completed application forms is 5pm 16th December 2016**