

**Fermanagh Trust**

# APPLICATION FORM

|  |  |  |  |
| --- | --- | --- | --- |
| ***Job Applying for:*** | **Part-Time Receptionist**  **8:30am – 5:30pm Monday & Tuesday**  **8.30am – 1:00pm Wednesday** | ***Source of Advert?*** |  |

|  |
| --- |
| Please type or write clearly in black ink as this form may be photocopied. CVs will not be accepted on their own unless you are unable to complete the application form because of your disability. |

##### PERSONAL DETAILS

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

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

##### Essential Criteria

1. **Typing and/or word-processing qualification and experience**

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

##### Essential Criteria continued

1. **6-Months Administrative experience.**

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

1. **Competent in use of office package e.g. word, email, excel.**

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

1. **Excellent communication skills.**

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

##### Desirable Criteria

1. **NVQ Level II in Administration**

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

1. **Experience of multi-line switchboard**

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

1. **Customer Care experience**

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

1. **Evidence of involvement in voluntary or community based organisations locally**

|  |
| --- |
| *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: | 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: | |

## 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

|  |
| --- |
| 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

|  |
| --- |
| **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

|  |
| --- |
| *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:**

**Marilyn Quinn*,* The Fermanagh Trust, Fermanagh House, Broadmeadow Place, Enniskillen, Co Fermanagh BT74 7HR.**

**Or**

**Email:** [**marilyn@fermanaghhouse.org**](mailto:marilyn@fermanaghhouse.org)

**Closing date for completed application forms is**

**12noon Wednesday 28th June 2023**