APPLICATION NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REF NO: **ACC/1124**

APPLICATION FOR: **ADMINISTRATION ASSISTANT**

CLOSING DATE: **Midday on Friday 15 November 2024**

***ALL INFORMATION WILL BE TREATED AS STRICTLY CONFIDENTIAL***

**PLEASE PRINT OR TYPE IN BLACK INK AND ANSWER ALL QUESTIONS.**

**PLEASE NOTE CV’S WILL NOT BE ACCEPTED.**

**PLEASE TRY TO KEEP ANSWERS TO THE SPACE PROVIDED ON THE APPLICATION FORM.**

***PERSONAL DETAILS***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SURNAME: |  | | | | |
| FORENAME(S): |  | | | | |
| ADDRESS: |  | | | | |
|  | | | | POSTCODE: |  |
| TELEPHONE NUMBER: (STD CODE) | | |  | | |
| MOBILE NUMBER: (STD CODE) | | |  | | |
| PREFERRED CONTACT NUMBER: (STD CODE) | | |  | | |
| EMAIL ADDRESS: | |  | | | |
| NATIONAL INSURANCE NO: | |  | | | |
| RIGHT TO WORK IN THE UK | |  | | | |

YES / NO

**PLEASE SEND COMPLETED APPLICATION TO:**

**EMMA KINGHAN, ADMINISTRATION OFFICER**

**HOUSING RIGHTS, THE SKAINOS CENTRE, 239 NEWTOWNARDS ROAD,**

**BELFAST BT4 1AF or**

**e-mail:** [**recruitment@housingrights.org.uk**](mailto:recruitment@housingrights.org.uk)

**By midday on Friday 15 November 2024**

**EDUCATION / TRAINING**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **QUALIFICATIONS ATTAINED** | | | | | |
| **Dates** | | **Type of qualification** | **Subjects Passed** | **Grade attained** | **Date awarded** |
| From: | To: |
| **Relevant education / training**  *(name of university/*  *College/provider /awarding body)* |  |  |  |  |  |  |

**EMPLOYMENT RECORD**

Please start with your present or most recent employment and continue on separate sheet if necessary.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Name & address**  **of Employer** | **Position Held**  **& Main Duties** | **Hours per week in post** | **Grade/**  **Salary** | **Reason for Leaving** |
|  |  |  |  |  |  |  |

**EXPERIENCE**

Please note that only those candidates who have best demonstrated they meet the requirements of the post will be short-listed.

**Essential Criteria (Please continue on a separate sheet if required)**

|  |
| --- |
| **\*E1 Please demonstrate clearly, evidence of a good standard of education, with strong skills in numeracy and literacy** |
| **\*E2 Please demonstrate clearly, at least 1 year’s full time (or equivalent part time) experience, obtained within the last 3 years, of using ICT and/or data analytics to develop service delivery** |
| **\*E3. Please demonstrate clearly, your experience in the use of Drupal CMS and Google Analytics** |
| **\*E4. Please demonstrate clearly, your experience in the development and maintenance of websites** |
| **\*E5. Please demonstrate clearly, your experience in writing, editing and content maintenance of websites** |
| **\*E6. Please demonstrate clearly, your experience of working with web publishing tools, Microsoft packages and other appropriate technology in the production of information** |
| **\*E7. Please demonstrate clearly, your experience of writing for the public and/or professional content** |
| **Additional Information**  **Please give any additional details of your work experience and other interests/information that you believe makes you suitable for this post; including how you meet any desirable criteria (please refer to the recruitment pack).  (Max 500 words)** |

**VOLUNTARY SERVICE**

Have you been involved in voluntary service of any kind? Please give details, amount of time spent and the nature of your work. (Please continue on a separate sheet if required)

|  |
| --- |
|  |

**(Part three)**

**CRIMINAL OFFENCES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Have you ever been convicted of a criminal offence?** | **YES** |  |  | **NO** |  |

If YES, please give details of offence/s:

|  |  |
| --- | --- |
|  | (Note: You do not need to disclose any convictions which would be considered spent under the Rehabilitation of Offenders (NI) Order 1978.) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
| **Are you related to any existing member of the staff or Board of Housing Rights?** | **YES** |  | **NO** |  |

If YES, please give details (i.e. name and nature of relationship).

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **If successful, how much notice are you required to give (if applicable) and how soon can you take up a post?** |  |
| **We routinely arrange learning and development opportunities for the successful candidate during their initial induction period and occasionally prior to an official start date.  Do you have any planned holidays within the next 3 months?** |  |

**REFERENCES**

Should you be successful in your application, employer’s references will be required before appointment.

**I DECLARE THAT ALL INFORMATION I HAVE GIVEN IS TRUE TO THE BEST OF MY KNOWLEDGE.**

|  |  |  |  |
| --- | --- | --- | --- |
| **APPLICANT’S SIGNATURE** |  | **DATE** |  |

|  |  |
| --- | --- |
| How did you learn about this job vacancy? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Housing Rights social media channels/website |  | Housing Rights e-zine |  |
| Community NI |  | JobApplyNI (job centre) |  |
| Nijobfinder.co.uk |  | Family/friend |  |
| cwjobs.co.uk |  | Recruiter / Agency |  |
| Other (please state): | | | |