



**South East Fermanagh Foundation**  
*Supporting Victims & Survivors, Strengthening Communities*

**Office Administrator**

**Application form**

**November 2021**

**This form is accompanied by:**

CV  (with full details of qualifications and previous work experience)

Recruitment Equal Opportunities Monitoring Form  (please submit in a separate sealed envelope)

**SECTION 1 of 11: Personal details**

<b>Surname:</b>	<b>Forename(s):</b>
<b>Address:</b>	<b>Telephone number:</b>
	<b>Mobile number:</b>
	<b>Email address:</b>

**SECTION 2 of 11: Declaration**

To the best of my knowledge and belief the information given in this form is correct. I understand that if I am appointed and this information is inaccurate, I am liable for dismissal.

<b>Signature:</b>	<b>Date:</b>
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**Please tell us where you heard about this vacancy:**

Internet       Other (please specify)

Newspaper .....

**SECTION 3 of 11: Abilities and experiences**

**Having familiarised yourself with the job description and person specification for this role, please give details of your qualifications/experience**

- 1. Demonstrate that you have 4+ years' recent experience a busy office environment, managing a range of admin duties, and directly responding to tasks outlined in the Job Description.**

- 2. Explain your proficiency in the use of Microsoft Office Programs, including Excel, PowerPoint and SharePoint Cloud storage systems.**

**3. Please provide us with evidence of your experience in managing a busy work schedule, in particular explaining how you manage tasks and workload effectively.**

**4. Please evidence your experience or understanding of working with individuals who have experienced a range of physical and mental health concerns, in particular citing where this may have been working with victims of the 'troubles' in Northern Ireland.**

**5. Please give us some examples of your experience in marketing, in particular within the production of newsletters, collateral, and social media updates.**

**6. Please give examples of your relevant experience in the collection of data, and monitoring information for funding bodies.**

**7. Please provide us with evidence of your ability to work with high attention to detail and accuracy.**

**8. Provide details of previous experience you have in supporting a busy team with administrative support, including senior teams and a Board if appropriate.**

**9. Please tell us about any experience you have in organising events, and/ or supporting events teams.**

**SECTION 4 of 11: Entitlement to work in the UK**

In order to comply with the Asylum and Immigrations Act 1996 we are required to ask you to verify your entitlement to work in the UK

Are you legally entitled to work in the UK?	<input type="checkbox"/> <b>yes</b>	<input type="checkbox"/> <b>no</b>
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Do you need a visa or work permit to work in the UK?	<input type="checkbox"/> <b>yes</b>	<input type="checkbox"/> <b>no</b>
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If Yes please give details including expiry date and any restrictions:

**SECTION 5 of 11: Criminal convictions**

Have you ever been convicted of a criminal offence? ( <i>Declaration subject to the Rehabilitation of Offenders Act 1974</i> )	<input type="checkbox"/> <b>yes</b>	<input type="checkbox"/> <b>no</b>
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If yes please give details:

**SECTION 6 of 11: Current salary**

Please state your current or most recent salary:

**SECTION 7 of 11: References**

Please provide below your two most recent employment details. References will only be collected for successful applicants.

<b>Reference 1</b>	<b>Reference 2</b>
Employment dates:	Employment dates:
Company name:	Company name:
Company full address:	Company full address:
Telephone number:	Telephone number:
Email address:	Email address:
Contact name:	Contact name:
Contact job title:	Contact job title:

**SECTION 8 of 11 Protecting Children and Vulnerable Adults**

The following information may be required if the post you are applying for has a requirement for a ACCESS N.I check

**Enhanced Checks only**

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? Yes  No

**SECTION 9 of 11 Disability Discrimination Act**

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

Do you have a disability which is relevant to your application? Yes  No

If yes, please give details:

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do we need to make any specific arrangements in order for you to attend the interview? Yes  No

If yes, please give details:

**Section 10 of 11 Health**

Successful applicants will be required to complete a detailed medical questionnaire and may be required to attend a medical examination prior to being appointed.

Number of day's sickness absence in the last 2 years:

Please state number of occasions in the last 2 years:

**Section 11 of 11 Driving License/Transport**

**Do you hold a full, clean and current Driving License or can you demonstrate an ability to access transport which would enable you to perform the role for which you have applied.**

Yes  No

**Give details if required:** .....  
(NB. Candidates who do not return a completed Equal Opportunities Monitoring Form and CV along with the application will not be considered)

Meanwhile, those selected for interview will normally be notified within one week of the closing date. Unfortunately, applicants who do not hear from SEFF must conclude that their application was unsuccessful on this occasion. Thank you for your interest in this post.

**SEFF undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.**

**RETURNING THIS FORM** (Closing date: 1pm on Thursday 9<sup>th</sup> December 2021)

**By email to [emma.burton@seff.org.uk](mailto:emma.burton@seff.org.uk) (please note the application will need to be signed and scanned)**

**Or by Hand or Post:**  
South East Fermanagh Foundation  
c/o 1 Manderwood Park,  
1 Nutfield Road,  
Lisnaskea.  
County Fermanagh.  
BT92 0FP

Telephone: 028 677 23884