



## South East Fermanagh Foundation

*Supporting Victims & Survivors, Strengthening Communities*

### **Sessional Admin & Data Processor**

#### **Application form**

**May 2025**

**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 2+ years' recent experience in administration across a range of services.**
- 2. Please describe your knowledge and experience of providing administrative support to health and wellbeing teams or similar services. Include examples of the types of tasks you have undertaken, how you have supported service delivery, and any relevant skills you have developed in this context.**

**3. Please provide us with some information on your knowledge and or experience in working alongside vulnerable adults, or those who have experienced trauma.**

**4. Please provide examples of your experience in collecting data and monitoring information for reporting to funding bodies. Include details of your understanding of GDPR, data privacy, and confidentiality.**

**5. Please describe your experience using IT systems, including databases, client management software, Microsoft Office programs, and any other relevant applications.**

#### 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?

☐ yes

☐ no

Do you need a visa or work permit to work in the UK?

☐ yes

☐ no

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? (*Declaration subject to the Rehabilitation of Offenders Act 1974*)

☐ yes

☐ no

If yes please give details:

#### SECTION 7 of 11: References

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

##### Reference 1

Employment dates:

Company name:

Company full address:

Telephone number:

Email address:

Contact name:

Contact job title:

##### Reference 2

Employment dates:

Company name:

Company full address:

Telephone number:

Email address:

Contact name:

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 Wednesday 4<sup>th</sup> June 2025).

**By email (preferred method) 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  
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1 Nutfield Road,  
Lisnaskea.  
County Fermanagh.  
BT92 0FP

Telephone: 028 677 23884