



Regional
Trauma
Network



PEACEPLUS
Northern Ireland - Ireland
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**Accredited
Service**

SEFF Application Form

Office Manager

October 2026

This form is accompanied by:

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

Recruitment Equal Opportunities Monitoring Form ☐ (Please email separately)

SECTION 1 of 11: Personal details

Surname:

Forename(s):

Address:

Telephone number:

Mobile number:

Email address:

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.

Signature:

Date:

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. Please tell us how you meet the requirement of being Qualified to Degree Level or above and provide us with details of your significant experience (5 years or more), in people management and/or HR leadership within a complex organisation.

- 2. Please tell us about your experience in understanding and implementing employment law, HR governance, and best practice in people management.**

3. **Please give us an example of a time when you have been responsible for, or made a significant contribution to, policy development, organisational compliance and governance.**

4. **Please give us an example of a time when you have managed a complex team, how you approached the role, and what the outcome was.**

5. **Please tell us about your experience in policy development, compliance, and organisational governance.**

- 6. Please give us an example of a time when you have demonstrated excellent leadership, communication and interpersonal skills.**

7. Please tell us about your significant experience in the use of IT, software, Microsoft programs, and in the use of CRM software (e.g. Advice Pro).

8. **Please tell us about your Proven ability to plan strategically, manage change, and solve complex problems.**

9. Tell us about a time when you have had to plan strategically, manage change, and solve complex problems along the way.

10. Tell us about your knowledge of financial management principles and resource planning.

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
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Do you need a visa or work permit to work in the UK?	☐ yes	☐ no
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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>)	☐ yes	☐ no
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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.

Reference 1	Reference 2
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 Friday 16th October 2026).

By email to recruitment@seff.org.uk (please note the application will need to be signed and scanned)

Please note that all applications fully received will be issued with an email receipt.

Please separately email your monitoring form to: monitoring@seff.org.uk

Telephone: 028 677 23884