SEFF Application Form

Monitoring, I.T and Research Officer - Lisnaskea/Fivemiletown or Lisburn

November 2026

This form is accompanied by:
CV ☐ (with full details of qualifications and previous work experience)
Equal Opportunities Monitoring Form ☐ (please email to monitoring@seff.org.uk

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** ……	

For SEFF use only
Applicant: _____

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 a relevant degree level qualification in IT, data management, research, or a related field & 2 years' proven experience in managing or assisting the IT department of an organisation and providing first line technical support.

or

Minimum 3 years' proven experience in managing the IT department of an organisation and providing first line technical support.

2. Please demonstrate how you have strong analytical and data management skills, with experience in Excel, Advice Pro, or equivalent database tools.

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Applicant: _____

3. Demonstrate with explained examples how you have ensured accuracy, and confidentiality in handling sensitive data.

4. Demonstrate with explained examples how you have strong written and verbal communication skills, with the ability to present data clearly to varied audiences.

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Applicant: _____

5. Monitoring and Evaluation: Demonstrate your previous experience in gathering quantitative and qualitative data from all project teams and how you have defined performance indicators and developed tools to measure impact.

6. Operations. Maintenance and Developments. Demonstrate previous experience you have overseeing the operation, maintenance, and development of all IT systems and equipment across SEFF offices and project sites.

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7. Report writing. Demonstrate your Research capabilities referencing two explained examples of reports you have produced where you have analysed data allowing you to then present findings (and recommendations where appropriate)

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:

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Applicant: _____

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 protests 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:

For SEFF use only
Applicant: _____

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.

Completed applications to be sent via email: to recruitment@seff.org.uk (please note the application will need to be signed and scanned).

Closing Date for applications is: 1pm on Friday 26th November 2026.

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