SEFF Application Form

Senior Admin Support Officer - Lisnaskea/Fivemiletown

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**	

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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. Administrative Experience

- **Please describe your experience working in a busy administrative environment, reporting to Management. Your answer should demonstrate how you meet the requirement for a minimum of three years' experience in a senior administrative, executive support or office management role.**

  Please include examples of the range of administrative responsibilities you have undertaken.

2. Office Administration & Organisation

- **Please provide and demonstrate examples of your experience providing administrative support to senior managers or organisational leadership.**

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3. Database usage & Confidentiality

Please describe your experience using CRM, or database management systems. Include examples of maintaining accurate records, processing information, handling confidential or sensitive data, and ensuring accuracy in your work.

4. Communications, Marketing & Graphic Design

Please describe your experience producing organisational communications. Your answer should include examples of designing reports, marketing collateral or promotional materials, creating social media content, and using graphic design software such as Canva (or equivalent). Please provide specific examples of work you have completed.

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5. Organisation and Time Management

This position requires the ability to manage competing priorities, work to deadlines and maintain effective administrative systems.

Describe a situation where you had to manage several important tasks or competing demands simultaneously. Explain how you prioritised your workload and ensured that everything was completed effectively.

6. IT & Technical Skills

Please outline your experience and level of competency in each of the following systems and software:

- **Microsoft Word/ Excel/ Outlook/ PowerPoint & SharePoint**
- **Canva**
- **Website Content**
- **CRM or Database Systems**
- **Membership Management Systems**
- **Digital Communication Platforms**

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7. Confidentiality and Professional Integrity

The postholder will have access to sensitive organisational, personal and potentially distressing information.

Describe a situation where you were required to handle confidential or sensitive information. How did you ensure that confidentiality, discretion and professional standards were maintained?

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:

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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 27th November 2026.

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