|  |  |  |
| --- | --- | --- |
| post applied for | Administrative Officer | |
| where did you see this position advertised? | |  |

**part a: personal details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| full name |  | | | | |
| address |  | | | | |
| telephone |  | mobile |  | email |  |
| do you require a work permit? | | | yes/no (delete as applicable) |
| do you have any unspent criminal convictions? | | | yes/no (delete as applicable) |

**part b: references**

Please provide contact details for two referees, one of which must be your current employer. If you have not been employed, one of your referees must be the head of an education or training establishment you have attended or the manager of a voluntary group or organisation for whom you have worked. Referees will not be approached unless a conditional offer of employment is made to you.

referee one

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| name |  | job title |  | | |
| address |  | | | | |
| email |  | | | telephone |  |

referee two

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| name |  | job title |  | | |
| address |  | | | | |
| email |  | | | telephone |  |

**part c: your occupational and educational background**

beginning with your current or most recent occupation, please give a full account of your work and education history in the boxes below in reverse chronological order, back to and including your secondary education. please insert further rows if you require them, and delete those you do not use.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| date from (mm/yy) | date to (mm/yy) | type of occupation (employment/self-employment/voluntary work/full-time education/part-time education) | name and address of employer or educational establishment | in the case of work, job title and summary of duties. in the case of education, grades achieved. |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**part d: professional qualifications and training**

please give brief details of any vocational training courses attended, including any resulting in professional qualifications.

|  |  |
| --- | --- |
| course title, level, results (if appropriate) | date |
|  |  |

please give details of any membership of professional bodies and associations.

|  |  |
| --- | --- |
| name of association, level of membership, etc | date |
|  |  |

**part e: describing how you meet our person specification**

please describe below how you meet our requirements, point-by-point as laid out in the person specification. these criteria are divided into ‘essential’ and ‘desirable’. Candidates will only be considered for this post if they meet all the essential criteria. an ability to meet at least some of the desirable criteria will be an advantage to candidates and candidates who cannot demonstrate all the desirable criteria will be expected to demonstrate a willingness and ability to develop their knowledge and skills in these areas.

**Essential**

* Experience of administration in an office environment.
* Excellent IT skills using Microsoft Office.
* Experience of accurate data entry.
* Excellent organisational skills: multi-tasking, attention to detail, flexibility, etc.
* Excellent team-working skills combined with the ability to work unsupervised.
* Excellent interpersonal skills with a helpful and friendly attitude, with the ability to deal with demanding and assertive individuals with strong opinions.

**Desirable**

* Experience of using Customer Relationship Management systems.
* Experience of providing executive assistance to senior staff (e.g., diary management, arranging meetings, booking travel).
* Experience of coordinating training programmes.
* Experience of working in the voluntary sector or a membership organisation.
* Some experience of working with website content management systems.