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**Application for appointment as: Administrative Support Officer**

***This post is supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).***

This form must be received **no later than 12 noon on Monday 28 April 2025 in Microsoft Word format (NOT PDF)**

Completed application forms to be e-mailed to recruit@ulsterwildlife.org

**Guidance notes for completion of application forms:**

* Please refer to the job description and person specification, as candidates are only short-listed for the

next stage of the recruitment process on the basis of information contained in the application form

which meets the criteria detailed in the person specification.

* Please ensure all questions are answered and that you fully complete the application form
* Forms must be **typewritten**.
* Application forms, which are received after the above time and date, will **not** be considered.
* CVs must **not** be included and will not be considered.
* Please attach additional sheets if required.

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| **PERSONAL DETAILS** |
| **Title (Mr, Mrs, Miss, Ms, Dr etc)** |  |
| **Surname** |  |
| **Forenames** |  |
| **Address inc. town** |  |
| **Postcode** |  |
| **Telephone number** |  |
| **Email** |  |

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| **EDUCATION HISTORY** **Continue on additional sheets if necessary** |
| State **type** of school and/or college of further education/university attended | Level ofqualificationsobtained | Subject | Marks orgrade |
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| **Please give details of professional qualifications (including date(s) of award) and/or details of any relevant training and/or details of any membership of professional organisations or institutes (continue on additional sheets if necessary):** |
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| **EMPLOYMENT HISTORY** Starting with your current or most recent employer and working back, please give details of your **previous work history including any voluntary work. Please state whether full-time or part-time (continue on** additional sheets if necessary) |
| **Name and address** **of employer** | **From****(mm/yy)** | **To****(mm/yy)** | **Position(s) held and brief description of duties** | **Leaving****Salary** | **Reason****for****Leaving** |
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| **ROLE REQUIREMENTS – ESSENTIAL CRITERIA** Please detail, using examples, how you meet the essential criteria of the post as outlined in the Person Specification |
| Essential Criteria 1 – A minimum of three A-levels (Grades A-C) including Maths or a Finance/Business subject or equivalent relevant Vocational Qualification AND at least one year’s full-time (or part-time equivalent) experience working in a busy finance or administrative role OR two years’ full-time (or part-time equivalent) experience working in a busy finance or administrative role. |
| **Please share specific details:** |
| **Essential Criteria 2 – Excellent numerical skills with the ability to achieve a high level of accuracy and work to strict deadlines.** |
| **Please share specific details:** |
| **Essential Criteria 3 - Ability to communicate effectively, both written and verbally.** |
| **Please share specific detail:** |
| **Essential Criteria 4 - Effective planning and organisational skills with ability to meet non-negotiable deadlines.** |
| **Please share specific details:** |
| **Essential Criteria 5 – Strong digital skills, including a solid understanding of Microsoft Office (with an excellent working knowledge of Microsoft Excel) and the ability to adapt to new technologies, including AI-based tools.** |
| **Please share specific details** |
| **Essential Criteria 6 - Experience of working as part of a team.** |
| **Please share specific details:** |

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| ***Desirable Criteria*** |
| **Desirable Criteria 1 – Experience monitoring and managing compliance of health and safety activities across multiple teams and locations.** |
| **Please share specific details:** |
| **Desirable Criteria 2 - Experience of working in the voluntary/charity sector.** |
| **Please share specific details:** |

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| **How soon could you start in this role?**  |  |
| **Please tell us how you heard about this role? This helps us to monitor the effectiveness of our advertising.** |  |
| **Do you have access to a form of transport which enables you to meet the requirements of the post in full?** | **Yes** |  | **No** |  |

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| **REFERENCES*****Please give the names, addresses and occupations of two persons, not related to you, from whom employment/work-based references may be sought. One of your referees should preferably be your current or most recent employer (whether paid or voluntary work) and both should be able to comment on your ability to carry out the particular tasks of this job.***  |
| **REFEREE 1** |
| Name  |  |
| Occupation |  |
| Address |  |
| Telephone Number |  |
| Email  |  |
| **REFEREE 2** |
| Name  |  |
| Occupation |  |
| Address |  |
| Telephone Number |  |
| Email  |  |

**General Data Protection Regulations**

*We take your privacy seriously at Ulster Wildlife and will only use your personal information to administer your application.  You can find out more about how we process your data and your rights by reading our Privacy Notice at* [*www.ulsterwildlife.org/privacynotice*](http://www.ulsterwildlife.org/privacynotice)*.*

**DECLARATION**

*I declare that all foregoing statements are true and complete to the best of my knowledge and belief. I understand that knowingly giving false or inaccurate information or suppressing any material fact will lead to disqualification or, if appointed, dismissal.*

A typed signature will be considered legally binding.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Information about Criminal Convictions**

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| **With reference to the Rehabilitation of Offenders (NI) Order 1978, have you been convicted of a criminal offence?** Please note that this will not necessarily be a bar to employment | **Yes** |  | **No** |  |
| **If yes please give details:** |  |

If you have answered “yes” to this question please return this form in a sealed envelope with the following on it.

**In Strictest Confidence**

**For the Attention of the Chief Executive**

**HR REF: ASO 25/03**

**Your name**

**Your address**

The envelope will only be opened in the event that you are the preferred candidate for the post. If you are unsuccessful the envelope will be returned to you unopened.

FAIR EMPLOYMENT MONITORING QUESTIONNAIRE

***This questionnaire will not be seen by either the short listing or interview panels***

**Introduction:**

We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job. We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998.*

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

**Community Background:**

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

**Please indicate the community to which you belong by ticking the appropriate box below:**

|  |  |
| --- | --- |
| **I am a member of the Protestant community** |  |
| **I am a member of the Roman Catholic community** |  |
| **I am a member of neither the Protestant nor the Roman Catholic community** |  |

*If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.*

**Sex: Please indicate your sex by ticking the appropriate box below:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sex**  | **Male**  |  | **Female** |  |

***Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.***