REF NO: **ESO/1123**

APPLICATION FOR: **Executive Support Officer**

CLOSING DATE: **Friday 8 December 2023 at midday**

***ALL INFORMATION WILL BE TREATED AS STRICTLY CONFIDENTIAL***

**PLEASE PRINT OR TYPE IN BLACK INK AND ANSWER ALL QUESTIONS.**

**PLEASE NOTE CV’S WILL NOT BE ACCEPTED.**

**PLEASE TRY TO KEEP ANSWERS TO THE SPACE PROVIDED ON THE APPLICATION FORM.**

***PERSONAL DETAILS***

**(Part one)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SURNAME: |  | | | | |
| FORENAME(S): |  | | | | |
| ADDRESS: |  | | | | |
|  | | | | POSTCODE: |  |
| TELEPHONE NUMBER: (STD CODE) | | |  | | |
| MOBILE NUMBER: (STD CODE) | | |  | | |
| PREFERRED CONTACT NUMBER: (STD CODE) | | |  | | |
| EMAIL ADDRESS: | |  | | | |
| NATIONAL INSURANCE NO: | |  | | | |
| RIGHT TO WORK IN THE UK | |  | | | |

YES / NO

**PLEASE SEND COMPLETED APPLICATION TO:**

**EMMA KINGHAN, ADMINISTRATION OFFICER, HOUSING RIGHTS, THE SKAINOS CENTRE, 239 NEWTOWNARDS ROAD, BELFAST BT4 1AF or**

**e-mail:** [**recruitment@housingrights.org.uk**](mailto:recruitment@housingrights.org.uk)

**By Friday 8 December 2023 at midday**

**EDUCATION / TRAINING**

Please provide details of your post-primary education in the table below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **QUALIFICATIONS ATTAINED** | | | | | |
| **Dates** | | **Type of qualification** | **Subjects Passed** | **Grade attained** | **Date awarded** |
| From: | To: |
| **Secondary Education**  *(state name of school/college below)* |  |  |  |  |  |  |
| **Further & Higher Education** *(name of university/*  *college)* |  |  |  |  |  |  |

**(Part two)**

Please note, the recruitment panel will only receive **Part Two** of the application form, therefore only those candidates who have best demonstrated they meet the criteria as set out in the Person Specification for this post, will be short-listed.

**EMPLOYMENT RECORD**

Please start with your present or most recent employment and continue on separate sheet if necessary.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Name & address**  **of Employer** | **Position Held**  **& Main Duties** | **Hours per week in post** | **Grade/**  **Salary** | **Reason for Leaving** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**EXPERIENCE**

Please note that only those candidates who have best demonstrated they meet the requirements of the post will be short-listed.

**Essential Criteria (Please continue on a separate sheet if required)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **\*E1. Please demonstrate in the table below how you meet 5 GCSE passes including English and Maths (or equivalent)**   |  |  |  |  | | --- | --- | --- | --- | | **Name, Level & Result(s) of**  **Qualification(s)** | **Dates Attended** | | | |  |  | To |  | |  |  | To |  | |  |  | To |  | |
| **\*E2. Please demonstrate clearly, a minimum of three years’ experience (or equivalent part time) in an administrative role providing a range of administration and support services. (max 500 words)** |
| **\*E3. Please demonstrate clearly, your competence is using Microsoft applications (Teams, Outlook, Word, Excel)** |
| **\*E4. Please demonstrate clearly, examples of your ability to prioritise your workload and work under pressure? (max 500 words)** |
| **Additional Information**  Please give any additional details of your work experience and other interests/information that you believe makes you suitable for this post; **including how you meet any desirable criteria (see below)**. (Max. 500 words)  \* Third level qualification in business administration or equivalent  \* Experience of working with senior managers, boards or committees and developing good working relationships  \*Experience of coordinating and completing subject access requests |

**VOLUNTARY SERVICE**

Have you been involved in voluntary service of any kind? Please give details, amount of time spent and the nature of your work. (Please continue on a separate sheet if required)

|  |
| --- |
|  |

**(Part three)**

**CRIMINAL OFFENCES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Have you ever been convicted of a criminal offence?** | **YES** |  |  | **NO** |  |

If YES, please give details of offence/s:

|  |  |
| --- | --- |
|  | (Note: You do not need to disclose any convictions which would be considered spent under the Rehabilitation of Offenders (NI) Order 1978.) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you related to any existing member of the staff or Board of Housing Rights?** | **YES** |  | **NO** |  |

If YES, please give details (i.e. name and nature of relationship).

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| If successful, when could you take up the appointment? |  | |
| We routinely arrange learning and development opportunities for the successful candidate during their initial induction period and occasionally prior to an official start date. Do you have any planned holidays within the next 3 months? | |  |

**REFERENCES**

Please give details of two referees, at least one of whom should be your current/last employer:

**PLEASE PRINT CLEARLY ALL DETAILS**

|  |  |  |
| --- | --- | --- |
| **1** |  | **2** |
|  | **NAME** |  |
|  | **ADDRESS** |  |
|  | **TELEPHONE** |  |
|  | **EMAIL** |  |
|  | **CAPACITY** |  |
|  | **Can be contacted for a reference at this time (Y/N)** |  |

**Please note that we will not be requesting for any references prior to a successful appointment.**

**I DECLARE THAT ALL INFORMATION I HAVE GIVEN IS TRUE TO THE BEST OF MY KNOWLEDGE.**

|  |  |  |  |
| --- | --- | --- | --- |
| **APPLICANT’S SIGNATURE** |  | **DATE** |  |

How did you hear about this vacancy?

|  |  |  |  |
| --- | --- | --- | --- |
| Housing Rights social media channels/website |  | Housing Rights e-zine |  |
| Community NI |  | JobApplyNI (job centre) |  |
| Nijobfinder.co.uk |  | Family/friend |  |
| cwjobs.co.uk |  | Recruiter / Agency |  |
| Other (please state): | | | |