

**Fermanagh Trust**

# APPLICATION FORM

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| ***Job Applying for:*** | ***Executive Secretary Part-Time***  ***9.30am – 1.30pm Mon-Thurs*** | ***Source of Advert?*** |  |

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| Please type or write clearly in black ink as this form may be photocopied. CVs will not be accepted on their own unless you are unable to complete the application form because of your disability. |

##### PERSONAL DETAILS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname: | | | Forenames: | |
| Address:  Postcode: |  | | Title (*for correspondence purposes):* | |
| **Telephone Contact Details *(if available)*** | |
| Home:  Work:  Mobile:  Email: |  |
|  |
|  |
| National Insurance  Number: | |  |  |

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| --- |
| Please specify any dates you will be unavailable for interview: |

##### Essential Criteria

1. **A minimum of 3 years office experience**

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| *Please demonstrate how you meet this criteria:* |

##### Essential Criteria continued

1. **Accurate typing and ability to use Word, Excel and PowerPoint**

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| *Please demonstrate, give examples, how you meet this criteria:* |

1. **Ability to work on own initiative.**

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| *Please demonstrate, give examples, how you meet this criteria:* |

1. **Excellent communication skills.**

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| *Please demonstrate, give examples, how you meet this criteria:* |

##### Desirable Criteria

1. **Previous experience as a personal assistant/secretary to a senior manager**

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| *Please demonstrate, give examples, how you meet this criteria:* |

1. **DTP Skills/Experience in Data Management**

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| *Please demonstrate, give examples, how you meet this criteria:* |

1. **Experience of taking minutes and report writing**

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| *Please demonstrate, give examples, how you meet this criteria:* |

1. **Evidence of involvement in voluntary or community based organisation.**

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| *Please demonstrate, give examples, how you meet this criteria:* |

##### EMPLOYMENT DETAILS

**Please list your employment/experience in chronological order, with the most recent first and**

**include unpaid or voluntary work, if relevant**

## PRESENT OR MOST RECENT EMPLOYMENT

|  |  |
| --- | --- |
| Name and address of employer: | |
| Start date: | Leaving date: |
| Job Title: | Reason for leaving: |
| Brief summary of key responsibilities: | |

## PREVIOUS EMPLOYMENT continued

|  |  |
| --- | --- |
| Name and address of employer: | |
| Start date: | Leaving date: |
| Job Title: | Reason for leaving: |
| Brief summary of key responsibilities: | |

## PREVIOUS EMPLOYMENT continued

|  |  |
| --- | --- |
| Name and address of employer: | |
| Start date: | Leaving date: |
| Job Title: | Reason for leaving: |
| Brief summary of key responsibilities: | |

## PREVIOUS EMPLOYMENT continued

|  |  |
| --- | --- |
| Name and address of employer: | |
| Start date: | Leaving date: |
| Job Title: | Reason for leaving: |
| Brief summary of key responsibilities: | |

##### EDUCATION/QUALIFICATIONS

|  |  |  |
| --- | --- | --- |
| Technical/Professional: | Dates : | Qualifications : |
| Further/Higher Education | Dates: | Qualifications: |
| Secondary Education:  (Essential Criteria 5 GCSE’s Grade C or above including Maths and English Language) | Dates: | Qualifications: |

##### GENERAL

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| Membership of Trade/Professional Bodies : |

##### REFEREES

|  |  |
| --- | --- |
| Please give the name and address of two people (not relatives), one of whom should be your present or most recent employer: | |
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
| Telephone No: | Telephone No: |

##### CRIMINAL CONVICTIONS

**Have you any criminal convictions (unspent or pending)? YES / NO**

**If yes, please give details:**

##### DECLARATION

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| **I declare that to the best of my knowledge the information I have given in support of my application is true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed.**  **SIGNATURE: DATE:** |

## DATA PROTECTION

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| *Fermanagh Trust will retain information about job applicants for 12 months. Application forms for successful candidates will be retained on their personnel file.* |

**Please send completed form to: - *Mrs Marilyn Quinn, The Fermanagh Trust, Fermanagh House, Broadmeadow Place, Enniskillen, Co Fermanagh BT74 7HR*.**

**Or email to: marilyn@fermanaghhouse.org**

**Closing date for completed application forms is**

**12 noon Thursday 12th September 2024**

**Interviews will be held on Monday 16th September 2024**