

POST APPLIED FOR	ADMINISTRATIVE ASSISTANT – NLCF People & Places III.
Closing Date for Applications	Thursday 12th June 2025
Date by which you will be notified if you have been shortlisted for interview	Friday 20th June 2025
Date interviews will be held	Friday 27th June 2025
Interview Location	Canolfan Ni, London Road, Corwen, Denbighshire, LL21 0DP
<p>The completed application form and the Equality & Diversity monitoring form must be submitted by post or email to: <i>South Denbighshire Community Partnership</i> <i>Canolfan Ni</i> <i>London Road</i> <i>Corwen</i> <i>Denbighshire</i> <i>LL210DP</i> Or via email to: sian@sdcp.org</p> <p>Shortlist: We will only contact you if you are shortlisted for an interview, and we'll do this by email or phone after the deadline.</p>	
<p>PLEASE COMPLETE THE APPLICATION FORM FULLY. A C.V CAN BE ATTACHED AS SUPPORTING EVIDENCE BUT NOT IN PLACE OF A COMPLETED APPLICATION FORM.</p>	
Name:	
Address:	
Contact Telephone Number:	
Email address:	
<p>First Language Welsh/English/Other. SDCP has at its heart a commitment to valuing, celebrating and promoting Welsh language and culture. Please complete the following table with your assessment of your command of English, Welsh and any additional languages.</p>	

	Fluent/First Choice when communicating	Very Confident	Confident	Basic	None
Spoken					
Written					
Reading					

Equal Opportunities

SDCP recruits' staff and volunteers based on their skills, experience, temperament, and ability to carry the role without regard to race, nationality, gender, age, sexuality, disability, or religion.

This role includes the responsible for setting up appropriate resources required for a wide variety of activities in various locations that will require you to be physically fit with the ability to bend, stretch, push, pull, lift, carry and kneel as part of your role, to provide the care required for vulnerable service users.

HEALTH:

ARE YOU IN GOOD HEALTH?

If no, please give further information.

DO YOU HAVE ANY RECURRING HEALTH PROBLEMS THAT MAY IMPACT YOUR ABILITY TO CARRY OUT THIS ROLE AS DESCRIBED IN THE JOB DESCRIPTION & PERSON SPECIFICATION.

If no, please give further information.

DO YOU REQUIRE ANY ADAPTATIONS OR ADDITIONAL EQUIPMENT TO CARRY OUT THE ROLE AS DESCRIBED IN THE JOB DESCRIPTION.

If yes, please give further information.

DO YOU HAVE ANY COMMITMENTS WHICH MIGHT IMPACT ON YOUR AVAILABILITY TO WORK EVENINGS OR WEEKENDS.

If yes, please give further information.

DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY AS LISTED IN THE EMPLOYMENT ACT.

If yes, please give further information.

WORK HISTORY:

1. Please include all employer's name and address, position held, dates and reason for leaving (reverse chronological order).
2. Please also explain any break in employment history if applicable. E.g. Caring Responsibilities, Maternity/Paternity Leave.

CURRENT ROLE (s) AND SALARY

From	To	Employer	Job Title	Salary

Main Duties & Responsibilities of Post:

Reason for Leaving:

From	To	Employer	Job Title	Salary

Main Duties & Responsibilities of Post:

Reason for Leaving:

From	To	Employer	Job Title	Salary

Main Duties & Responsibilities of Post:

Reason for Leaving:

From	To	Employer	Job Title	Salary

Main Duties & Responsibilities of Post:

Reason for Leaving:

EDUCATION AND QUALIFICATIONS:

Please note, candidates invited to interview must bring all original certificates for inspection, therefore please do not include any qualifications or courses that cannot be evidenced.

SCHOOL	DATES	EXAM BOARD	SUBJECT	GRADE

UNIVERSITY/COLLEGE	DATES	EXAM BOARD	SUBJECT	GRADE

MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS?

Please provide details.

RELEVANT TRAINING COURSES

DATE	DURATION	ORGANISATION	COURSE ATTENDED

Please describe fully how you meet all the requirements of the person specification in the job pack. **As this is how we shortlist, it is in your best interest to give relevant examples and explain fully the skills you would bring to the post.**

Knowledge (max 500 words)

Skills & Abilities (max 500 words)

Personal Qualities/Attributes (max 500 words)

Please tell us any other relevant experience, information about yourself, and particular skills you have that you feel are relevant to the post.

As this post involves working with vulnerable adults and children it is necessary for the successful candidate to have a suitable enhanced DBS clearance and Childcare Disqualification Requirement Declaration.

Do you have a current Enhanced DBS?

If yes what is the date and reference number on your certificate?

If no, would you be willing for SDCP to carry out a DBS Check?

**Please Provide the names and Contact Details of two referees. They will only be contacted if we offer you the position.
One must be your current employer.**

Referee 1	Referee 2

Please include the dates for any holidays you have booked in the next 3 months

If offered the position, what notice period would you be required to provide your current employer?

If called for an interview, are there any special arrangements we would need to make to assist your attendance?

If yes, please give further information:

Declaration:

Any appointment will be offered based on your application and interview. SDCP reserves the right to terminate your employment, without notice, if it was discovered that the information provided was not accurate in some material way.

I confirm that, to the best of my knowledge, the information given on this form is true and correct and can be treated as part of my subsequent contract of employment.

In the event of being shortlisted, I understand that, where the post is exempt from the Rehabilitation of Offenders Act 1974, I shall be asked to complete a confidential declaration regarding all convictions spent or unspent and I shall be required to undergo a DBS Clearance.

Signed

Date