

Post applied for	Administration Assistant																								
Closing date for applications	Thursday 23 rd October, 1pm																								
Date by which you will be notified if you have been shortlisted for interview	Tuesday 28 th October, 4pm																								
Date interviews will be held	Friday 7 th November																								
Interview location	Canolfan Ni, London Road, Corwen, Denbighshire, LL21 0DP																								
The completed application form and the equality & diversity monitoring form must be submitted by post or email to: South Denbighshire Community Partnership, Canolfan Ni, London Road, Corwen, Denbighshire, LL21 0DP Or via email to: sian@sdcp.org Shortlist: We will only contact you if you are shortlisted for an interview, and we will do this by email or phone after the deadline. Please complete the application form fully. A C.V can be attached as supporting evidence but not in place of a completed application form.																									
Name:																									
Address:																									
Contact telephone number:																									
Email address:																									
Welsh language abilities:																									
	<table border="1"> <thead> <tr> <th></th><th>Fluent/first choice when communicating</th><th>Very confident</th><th>Confident</th><th>Basic</th><th>None</th></tr> </thead> <tbody> <tr> <td>Spoken</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Written</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Reading</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>		Fluent/first choice when communicating	Very confident	Confident	Basic	None	Spoken						Written						Reading					
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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 employers 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 and salary

From	To	Employer	Job title	Salary

Main duties & responsibilities of post:

Reason for leaving:

Previous role:

From	To	Employer	Job title	Salary

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Previous role:

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.**

Experience:

Please note:

- 2+ years proven admin experience (should be evident in your Work History)
- Minimum of 5 GCSEs (Grade A–C) (should be evident in your Education and Qualifications)
- NVQ Level 3 in Business Admin (or equivalent) (should be evident in your Education and Qualifications)

If not already referenced in above sections please describe how you meet these assessment criteria (max 500 words):

- **Excellent Microsoft Office skills, with strong Excel skills**
- **2+ years' experience with customer databases**

Skills & Abilities

Please note:

- Welsh language skills (should be evident on page 1, Welsh language abilities)
- Good level of physical fitness (should be evident on page 2, Equal Opportunities section)

Please describe how you meet these assessment criteria (max 500 words):

- **Excellent communication with colleagues and customers**
- **Strong organisational and time management skills**
- **High attention to detail and numeracy**
- **Ability to maintain confidentiality**
- **Always provide a high level of customer service.**
- **Full driving licence and access to own transport**
- **Willingness to complete D1 driver training (desirable)**

Personal Attributes

Please describe how you meet these assessment criteria (max 500 words):

- Interest in the voluntary/community sector in Wales
- Commitment to SDCP's mission, vision and values and equal opportunities policy.
- Resilience and adaptability
- Empathy and sensitivity to diverse community needs

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?

References

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 1874, 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