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| **Application Form** | |
| **Job Title:** | **Administrative Assistant** (8 months fixed-term post) |
| **Salary: £17,003 – £19,743 p.a.**  **Closing Date: 1.00pm on Tuesday 30 May 2017**  Applicants should use this form only and should not submit supplementary material such as a CV | |

**Applications** Please refer to the Guide for Applicants before completing this form.

Completed applications must be returned to Human Resources to arrive no later than the closing date stated above.

**If you submit your application form by email, you must also post a hard/paper copy with your actual handwritten signature along with your completed equal opportunities monitoring form. Hard/Paper copies may arrive a couple of days after the closing date so long as the electronic version has been received by then.**

Applications and queries can be emailed to [recruitment@uregni.gov.uk](mailto:recruitment@uregni.gov.uk)

Hard/paper copies must be posted or hand delivered to Human Resources, The Utility

Regulator, Queens House, 14 Queen Street, Belfast BT1 6ED

**Any candidate experiencing difficulty in completing the application form because of a disability should email** [**recruitment@uregni.gov.uk**](mailto:recruitment@uregni.gov.uk)

Remember to return your Equal Opportunities Monitoring form in a **separate sealed envelope** to address detailed on the form. For convenience, it can be included with your hard copy application form but it must be in a sealed, separate envelope addressed to the Monitoring Officer (HR). This is regarded as part of your application and failure to fully complete and return it will result in disqualification.

**LATE APPLICATIONS WILL NOT BE ACCEPTED.** Please note the onus is on the candidate to ensure their completed application is received on or before the closing date. We will use the time it is received according to Utility Regulator computer systems, not the time sent from a candidate’s email account.

**The format of this application form may not be altered in any way except to delete space(s) caused by the lines/bottom of the box shifting down the page**

**when you type in your responses.**

***Other alterations of the form may result in disqualification.***

**Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title: Mr / Mrs / Ms / Miss / Dr / other | | |  |  |
| Surname: |  | | |  |
| Forename: |  | | | *Please underline name by which you are known* |
| National Insurance Number: | |  | |  |

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| Contact  Address  including  postcode |  | Contact  Telephone  Number(s) | daytime: |  |
|  |  |
| evening |  |
|  |  |  |
|  |  |  | mobile: |  |
| Email: |  | | |  |

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| Special Requirements at interview? |
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Where did you  ***first*** hear/read about this vacancy?

*(this information may help us determine where we advertise in future)*

Nijobs.com

Utility Regulator website

Other (please specify):

Utility Regulator employee

**Referees:** Please give the name and contact details of two referees, one of whom should be your current employer and one of whom should be a previous employer. Referees will not be contacted until a provisional offer is made.

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| **1. Name**: |  | | **Address:** |  |
| **Contact telephone number:** | |  | | |
| **Contact email address:** | |  | | |
| **2. Name**: |  | | **Address:** |  |
| **Contact telephone number:** | |  | | |
| **Contact email address:** | |  | | |

**Additional Information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please outline your current / most recent salary:** | | | | |
|  | | | | |
| **Please outline any substantial fringe benefits (e.g. pension, holiday entitlement, bonus etc)** | | | | |
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|  | | | | |
| **Length of notice:** |  |  | **When would you be available?** |  |

**Declaration**

A. I have read and understood the information provided in the Guide for Applicants.

B. The responses detailed in this application are true and accurate to the best of my knowledge and belief. I understand that deliberate falsification of factual information may prejudice my application or lead to an offer of appointment being withdrawn.

**Signature:**

**Date:**

/ /

*If you sign this electronically and submit by email, please also post a hard copy with your actual handwritten signature. The hard copy may arrive a couple of days after the closing date so long as the electronic version has been received by then.*

**Employment History** (begin with your most recent/current position)

|  |  |  |
| --- | --- | --- |
| **Name, Address & Business of Employer:** | |  |
| **Position Held:** | |  |
| **Dates From and To (Month & Year):** | |  |
| **Reason for Leaving:** | |  |
| **Brief Career Narrative:** |  | |

|  |  |  |
| --- | --- | --- |
| **Name, Address & Business of Employer:** | |  |
| **Position Held:** | |  |
| **Dates From and To (Month & Year):** | |  |
| **Reason for Leaving:** | |  |
| **Brief Career Narrative:** |  | |

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| --- | --- | --- |
| **Name, Address & Business of Employer:** | |  |
| **Position Held:** | |  |
| **Dates From and To (Month & Year):** | |  |
| **Reason for Leaving:** | |  |
| **Brief Career Narrative:** |  | |

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| --- | --- | --- |
| **Name, Address & Business of Employer:** | |  |
| **Position Held:** | |  |
| **Dates From and To (Month & Year):** | |  |
| **Reason for Leaving:** | |  |
| **Brief Career Narrative:** |  | |

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| --- | --- | --- |
| **Name, Address & Business of Employer:** | |  |
| **Position Held:** | |  |
| **Dates From and To (Month & Year):** | |  |
| **Reason for Leaving:** | |  |
| **Brief Career Narrative:** |  | |

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| --- | --- | --- |
| **Name, Address & Business of Employer:** | |  |
| **Position Held:** | |  |
| **Dates From and To (Month & Year):** | |  |
| **Reason for Leaving:** | |  |
| **Brief Career Narrative:** |  | |

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| **Information for Sifting and Shortlisting Purposes:**  The following section asks you to outline your experience in relation to the essential criteria, desirable criteria and key skills as specified in the Guide for Applicants. |
| **Essential Criteria 1**  *Please provide an example(s) which demonstrates your proven experience of providing high quality administrative assistance within the government, private or voluntary sectors.*  *Write no more than one page* |

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| Information for Sifting and Shortlisting Purposes: |
| **Essential Criteria 2**  *Please provide an example(s) which demonstrates your proven experience of working with office IT applications, particularly Excel, to deliver team outputs and goals.*  *Write no more than one page* |

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| Information for Sifting and Shortlisting Purposes: |
| **Essential Criteria 3**  *Please provide an example(s) which shows your proven working experience demonstrating effective organisational skills including supporting a team to ensure tight deadlines are met.*  *Write no more than one page* |

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| Information for Sifting and Shortlisting Purposes: |
| **Essential Criteria 4**  *Please provide an example(s) which demonstrates your proven experience of working and communicating effectively within a team setting in a busy office environment.*  *Write no more than one page* |

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| Information for Sifting and Shortlisting Purposes: |
| **Essential Criteria 5**  *Please provide an example(s) which demonstrates your proven working experience in the use of hard copy and electronic filing systems.*  *Write no more than one page* |

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| Information for Sifting and Shortlisting Purposes: |
| **Essential Criteria 6**  *Please provide an example(s) which demonstrates your proven working experience of scheduling meetings and resolving calendar conflicts of required attendees*.  *Write no more than one page* |

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| Information for Sifting and Shortlisting Purposes: |
| **Desirable Criteria 1**  *Please provide an example(s) which demonstrates your experience of minute-taking at formal meetings.*  *Write no more than half a page* |