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| **Application Form** | |
| **Job Title:** | **Receptionist (Estates, IT and Records) Officer** |
| **Salary: £25,211- £30,493 per annum**  **Closing Date: 2.00pm, Monday 6th February 2023**  **Assessment & Interview: Week commencing 20th February 2023**  Applicants should use this form only and should not submit supplementary material such as a CV | |

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

Please submit your completed application form by email to [recruitment@uregni.gov.uk](mailto:recruitment@uregni.gov.uk) . A typed or scanned signature will be accepted.

Please submit your completed equal opportunities monitoring form in a separate email labelled clearly “Monitoring From” in the subject line.

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

**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.*

**Please do not expand pages beyond that indicated under each of the criteria in the boxes below.** *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: | |  | |  |

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

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| * ***Please tell us if you have a disability or a medical condition and need any special requirements or adjustments 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

Linkedin

Utility Regulator website

Utility Regulator employee

Facebook/Twitter/Social Media

Other (please specify)

**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 cashable benefits (e.g. pension, 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:**

/ /

*You may sign electronically and submit by email.*

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

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| **Employer:** |  |
| **Position Held:** |  |
| **Dates From and To (Month & Year):** |  |
| **Reason for Leaving:** |  |

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| **Employer:** |  |
| **Position Held:** |  |
| **Dates From and To (Month & Year):** |  |
| **Reason for Leaving:** |  |

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| --- | --- |
| **Employer:** |  |
| **Position Held:** |  |
| **Dates From and To (Month & Year):** |  |
| **Reason for Leaving:** |  |

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| --- | --- |
| **Employer:** |  |
| **Position Held:** |  |
| **Dates From and To (Month & Year):** |  |
| **Reason for Leaving:** |  |

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| **Employer:** |  |
| **Position Held:** |  |
| **Dates From and To (Month & Year):** |  |
| **Reason for Leaving:** |  |

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| **Employer:** |  |
| **Position Held:** |  |
| **Dates From and To (Month & Year):** |  |
| **Reason for Leaving:** |  |

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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 and desirable criteria as specified in the Guide for Applicants.  **To demonstrate how you meet each of the criteria, please provide examples.** |
| **Essential Criteria 1**  *Please provide example(s) which demonstrates a minimum of 3 years working experience in the provision of high-quality reception or front of house services including evidence of working effectively dealing with challenging calls.*  *Do not expand beyond* ***one*** *page* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 2**  *Please provide an example(s) which demonstrates your proven experience of providing administrative support including working within deadlines and communicating effectively within a team, in a busy office environment.*  *Do not expand beyond* ***one*** *page* |

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| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 3**  *Please provide an example(s) which demonstrates your proven experience and proficient use of telephone switch board, office IT applications to include Outlook, MS word, Excel.*  *Do not expand beyond* ***one*** *page* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 4**  *Please provide an example(s) to demonstrate your proven experience of collaborative working and ability to develop and maintain effective stakeholder relationships.*  *Do not expand beyond* ***one*** *page* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 5**  *Please provide an example(s) that demonstrates your understanding of and commitment to further workplace values that align to those of the Utility Regulator. \**  *\* UR Mission, Vision and Values can be found on page 4 of the Guide for Applicants.*  *Do not expand beyond* ***half*** *a**page* |
| Information for Sifting and Shortlisting Purposes |
| **Desirable Criteria 1**  *Please demonstrate with example(s) your proven experience of implementing and adhering to internal processes and procedures and communicating these across the organisation.*  *Do not expand beyond* ***half*** *a**page* |

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| Information for Sifting and Shortlisting Purposes |
| **Desirable Criteria 2**  *Please demonstrate with example(s) your proven experience of providing secretarial support including management of agenda and minute taking.*  *Do not expand beyond* ***half*** *a**page* |
| Information for Sifting and Shortlisting Purposes |
| **Desirable Criteria 3**  *Please demonstrate with example(s) your proven experience of using EDRMS systems or similar.*  *Do not expand beyond* ***half*** *a**page* |