|  |  |  |  |
| --- | --- | --- | --- |
| Post Applied for: | **Office Administrator** | Please complete and return to: | Brian Gibson  Gibson Plus  158 Movilla Road  Newtownards  County Down BT23 8Rl  Or email to admin@gibsonplus.co.uk |

|  |
| --- |
| Gibson Plus Application Form |

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| --- |
| It is important that you read the job description before completing this application form. Please complete this form fully using black ink or type. **CVs are not accepted**. Applications received after the closing date will not normally be considered. |
| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.** |

|  |
| --- |
| Section 1 Personal details |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname: |  | **First Name:** |  | **Title:** |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Postcode: |  |

|  |  |  |
| --- | --- | --- |
| **Home Telephone No:** |  |  |

|  |  |
| --- | --- |
| **Daytime Telephone No:** |  |

|  |  |
| --- | --- |
| **Mobile Telephone No:** |  |

|  |  |
| --- | --- |
| **E-mail address:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you free to remain and take up employment in the UK with no current immigration restrictions? | Yes |  | No |  |

|  |
| --- |
| Section 2 Present Employment |
| **Present Employment** (If now unemployed give details of last employer) |

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Postcode: |  |

|  |  |
| --- | --- |
| Post Title: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Appointment: |  | **Salary:** |  |

|  |  |
| --- | --- |
| Department / Section: |  |

|  |  |  |
| --- | --- | --- |
| **Brief description of duties:** | |  |
|  |  | |
|  | Continue on a separate sheet if necessary | |

|  |  |  |  |
| --- | --- | --- | --- |
| Period of Notice: |  | **Last day of service**  (if no longer employed)**:** |  |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |

|  |
| --- |
| Section 3 Previous Employment |
| **Previous Employment** (most recent employer first). |
|  |

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | | |
|  |  | | |
|  |  | Postcode |  |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |
| --- | --- | --- |
| **Summary of duties:** | |  |
|  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date: |  | **Finish Date:** |  |

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | | |
|  |  | | |
|  |  | Postcode |  |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |
| --- | --- | --- |
| **Summary of duties:** | |  |
|  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date: |  | **Finish Date:** |  |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |
|  | |

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| --- |
|  |

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | | |
|  |  | | |
|  |  | Postcode |  |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |
| --- | --- | --- |
| **Summary of duties:** | |  |
|  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date: |  | **Finish Date:** |  |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | | |
|  |  | | |
|  |  | Postcode |  |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |
| --- | --- | --- |
| **Summary of duties:** | |  |
|  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date: |  | **Finish Date:** |  |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |
| Continue on a separate sheet if necessary | |

|  |
| --- |
| Section 4 Education |
| Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first: |

|  |  |  |
| --- | --- | --- |
| **College or University** | **Course** | **Qualifications and grades obtained** |
|  |  |  |
| **School** | **Subjects** | **Qualifications and grades obtained** |
|  |  |  |
| Continue on a separate sheet if necessary | | |

|  |  |
| --- | --- |
| **Title of Training Programme or Course** | **Duration of Course** |
|  |  |
| Continue on a separate sheet if necessary | |

|  |  |
| --- | --- |
| Section 5 Essential and Desired skills and criteria | |
| **Abilities, skills, knowledge and experience.**  Please use this section to explain in detail how you meet the requirements of the personnel specification. Please outline how you meet each of the essential criteria.   1. **GCSE grade C or above in English and Maths (or equivalent)** 2. **Excellent IT, numeracy and literacy skills** 3. **A positive attitude and willingness to undertake all necessary tasks** 4. **Ability to take instruction and work under minimal supervision** 5. **Well organized, with a methodical approach to following procedures** |
| **Desired Criteria** |
| **Please detail below any of the desired criteria that you meet**   1. **Familiarity with reception and office administration duties (or similar skills)** 2. **Experience with Excel Spreadsheets, Microsoft Word, Outlook, Sage and CRM Software** 3. **Please detail below any other information which you feel may be useful to your application** |

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| **Section 6 Rehabilitation of Offenders Act (1974)** |

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| --- | --- | --- | --- | --- |
| Do you have any convictions that are unspent under the rehabilitation of offenders act 1974? | Yes |  | No |  |

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| --- |
| If yes, please give details / dates of offence(s) and sentence: |
|  |

|  |
| --- |
| **Section 7 Disability Discrimination Act** |

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| This Act protects people with disabilities from unlawful discrimination. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities. |

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| --- | --- | --- | --- | --- |
| Do you have a disability which is relevant to your application? | Yes |  | No |  |

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| --- |
| If yes, please give details: |
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| --- |
| **We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do we need to make any specific arrangements in order for you to attend the interview?** | Yes |  | No |  |

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| --- |
| If yes, please give details: |
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| --- |
| **Section 8 Health** |

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| --- |
| Please give details of any recent sickness absence below |

|  |  |
| --- | --- |
| Number of days sickness absence in the last 2 years: |  |

|  |  |
| --- | --- |
| Please state number of occasions in the last 2 years: |  |

|  |
| --- |
| **Section 9 References** |

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| --- |
| Please give the names and addresses of your two most recent employers (if applicable). If you have just finished school and this is your first job one of your referees should be one of your school teachers. |

|  |  |  |
| --- | --- | --- |
| **Reference 1** |  | **Reference 2** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | **Name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Position (job title): |  | **Position (job title):** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Work Relationship: |  | **Work Relationship:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation: |  | **Organisation:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Address: |  | | **Address:** |  | |
|  |  | |  |  | |
|  |  | |  |  | |
|  |  | |  |  | |
|  | Postcode |  |  | Postcode |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone No: |  | **Telephone No:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| E-mail: |  | **E-mail:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please tick where you heard about this job vacancy:   * The Chronicle * The Spectator * Job Center * Indeed.com |  |  |  |  |  |
|  |  |  | | | |