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| **APPPLICATION FORM – GRANTS & ADMINISTRATION OFFICER** |

All information will be treated in confidence by LFT Charitable Trust.

Candidates will be short listed on the basis of the information contained in this application and therefore it is essential that applicants fully describe and relate their skills and experience to the Person Specification of this role.

Completed applications should be sent by email to [jobs@lftcharitabletrust.com](mailto:jobs@lftcharitabletrust.com) . CV’s and/or other attachments will not be accepted.

The closing date for receipt of applications is **5pm Monday 20th November 2023.**

All applications received before this date and time will be acknowledged and all applicants will be informed regarding the outcome of their application whether they are being invited to progress to interview or not.

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| **PERSONAL INFORMATION** | | | |
| **Surname:** |  | | |
| **Forename(s):** |  | | |
| **Address:** |  | | |
|  | | |
|  | | |
|  | **Postcode:** |  |
| **Day Tel:** |  | | |
| **Evening Tel:** |  | | |
| **Email:** |  | | |
| **Have you access to a mode of transport appropriate to this role?** | | **YES / NO** (Please delete as appropriate) | |
| **Do you have the right to work in the UK?** | | **YES / NO** (Please delete as appropriate) | |

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| **QUALIFICATIONS AND TRAINING** | | |
| **Examinations (GCSE, NVQ, A Level, Degree), Professional, Vocational or Other Training** | **Subject** | **Grade / Result** |
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| **EMPLOYMENT HISTORY** | | | |
| **Current / Most Recent Employment** | | | |
| **Name & Address:** | | | |
| **Job Title:** | | | |
| **Main Duties & Responsibilities:** | | | |
|  | | | |
| **Dates of Employment:** | **From:** | **Reasons for leaving:** |  |
| **To:** |
| **Current Salary:** |  | **Notice Required:** |  |

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| **Previous Employment – *Additional Pages may be added in this Section only*** | | | |
| **Name & Address:** | | | |
| **Job Title:** | | | |
| **Main Duties & Responsibilities:** | | | |
|  | | | |
| **Dates of Employment:** | **From:** | **Reasons for leaving:** |  |
| **To:** |
|  | | | |
| **Name & Address:** | | | |
| **Job Title:** | | | |
| **Main Duties & Responsibilities:** | | | |
|  | | | |
| **Dates of Employment:** | **From:** | **Reasons for leaving:** |  |
| **To:** |
|  | | | |
| **Name & Address:** | | | |
| **Job Title:** | | | |
| **Main Duties & Responsibilities:** | | | |
|  | | | |
| **Dates of Employment:** | **From:** | **Reasons for leaving:** |  |
| **To:** |
| **SKILLS & EXPERIENCE** | | | |
| **How have your previous administration positions prepared you for the kinds of tasks that are part of this position?** | | | |
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| **Detail your relevant experience and level of expertise in the use of various software and online IT platforms?** |
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| **Describe a role where you had to develop and maintain supportive relationships with a range of different stakeholders.** |
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| **What experience do you have of the community and voluntary sector in Northern Ireland – as an employee, service user or volunteer?** |
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| **How have you demonstrated your proactive attitude to work?** |
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| **REFERENCES** | | | |
| All offers of employment are subject to receipt of satisfactory references. Please provide the names, telephone numbers, addresses and email addresses of two referees, one of whom should be your present or most recent employer/line manager, and one who knows/has known you in a work capacity and can comment on your suitability for this post.  Please note referees will not be contacted prior to a job offer being made. | | | |
| **First Referee:** | | **Second Referee:** | |
| **Name:** |  | **Name:** |  |
| **Address:** |  | **Address:** |  |
|  |  |
|  |  |
| **Postcode:** |  | **Postcode:** |  |
| **Tel:** |  | **Tel:** |  |
| **Email:** |  | **Email:** |  |
| **Occupation:** |  | **Occupation:** |  |
| **Relationship to you:** |  | **Relationship to you:** |  |

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| **DECLARATION** | | | |
| I declare that the information on this form and any attachments is correct and complete.  I understand that to withhold, falsify or omit any relevant material fact(s) will lead to disciplinary action, including dismissal in the case of a successful applicant. I authorise the verification of any or all of the information listed on this form and any attachments. | | | |
| **Signature:** |  | **Date:** |  |

The closing date for receipt of applications is **5pm Monday 20th November 2023.**

In-person interviews are expected to be held in the **week commencing 4th December 2023.**