# Application form: Admin Officer (p/t)

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| PERSONAL INFORMATION | | |  | | | |
| Title |  | **Name** | |  | | |
| Address |  | | | | | |
|  | | | | **Post code** |  |
| Phone number(s) |  | | | | | |
| Email address |  | | | | | |

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| Do you require a work permit?  Please note, unfortunately we are unable to obtain work permits for this post, and you should therefore only apply if you are already eligible to work in the UK. | 🞎 Yes  🞎 No |

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| REFENCES | |  | | |  |
| Please provide details of two referees, one of whom must be your current or previous employer. We will not contact referees prior to offering the post to the successful candidate. | | | | | |
| Referee 1 | | | **Referee 2** | | |
| Name |  | | **Name** |  | |
| Organisation |  | | **Organisation** |  | |
| Position |  | | **Position** |  | |
| Address |  | | **Address** |  | |
| Phone number |  | | **Phone number** |  | |
| Email address |  | | **Email address** |  | |
| Relationship to referee |  | | **Relationship to referee** |  | |

|  |  |
| --- | --- |
| CURRENT OR MOST RECENT EMPLOYMENT | |
| Employer |  |
| Address |  |
| Position(s) held |  |
| Dates employed |  |
| Key responsibilities |  |
| Key achievements |  |
| Reason(s) for leaving |  |
| Salary |  |
| Notice period |  |

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| EMPLOYMENT HISTORY | | | |
| Dates | **Name and address of employer** | **Position and responsibilities** | **Reason for leaving** |
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| FORMAL EDUCATION | | | |
| Please put the most recent first. | | | |
| Dates | **Institution** | **Subject(s)** | **Qualification** |
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| PROFESSIONAL TRAINING | | |
| Dates | **Institution** | **Subjects and qualifications** |
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| APPLICATION CRITERIA |
| Please use the below sections to detail how you meet the criteria set out in the personal specification |
| Experience of providing administrative support |
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| Professional telephone manner with speedy and accurate data entry and word processing skills |
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| Experience of working with Microsoft Word, Excel and other MS Office programmes |
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| A self starter, able to handle a demanding work load with flexibility |
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| Able to respond to and deal with difficult situations calmly and constructively |
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| Methodical and well organised with good attention to detail |
|  |
| Experience of using IT and ability to learn new programmes and processes quickly |
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| Ability to work as part of a team with good communication and relationship management skills |
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| Demonstrable commitment to PSC’s aims and objectives |
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| Clear and demonstrable commitment to anti racism, equality and diversity |
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| DECLARATION | | | |
| I understand that an appointment, if offered, will be subject to the information on this form being correct. I also understand that appointment will be subject to satisfactory references. I hereby certify that the information I have given in this application is true to the best of my knowledge and belief. | | | |
| Signed |  | **Dated** |  |

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| --- | --- |
| Please state where you saw this position advertised? |  |

Please return this completed form by 6 PM on Friday 8th January 2021 to: [saba.shabbir@palestinecampaign.org](mailto:saba.shabbir@palestinecampaign.org)

Please write “**Application** – **Admin Officer**” in the subject line of your email