Logo, company name

Description automatically generated

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| **OFFICE ADMINISTRATOR**  **APPLICATION FORM** |

Candidates will be short listed for interview based on information supplied on their applications.

This application form, when completed, should be returned to **recruitment@treoir.ie** Please use the subject line ‘Office Administrator’.

# **Explanatory Notes for Candidates**

Please read these instructions fully before completing Forms A1 and A2.

1. This Job Application Form is designed in such a way that your personal details will be outlined on Form **A1** and will be used for administration purposes only. All specific information furnished by you relating to the post on offer will be outlined on Form **A2.**
2. Shortlisting will be based on the information furnished on Form **A2**; therefore, you should ensure that the information given is sufficiently comprehensive and relevant to the post on offer.
3. Read the Application Form fully and then complete both Forms **A1 and** **A2**. Handwritten Application Forms will not be accepted.
4. Keep a copy of your completed Job Application Form.
5. Applications will only be accepted on the official Job Application Form and should be received by **12pm on Friday 14th February 2025** Late applications will not be considered.
6. Application Forms sent by e-mail must be attached as a PDF. Please include Cover letter and CV.
7. All applications will be acknowledged by email within 3 working days of receipt. If you do not receive such an acknowledgement, please contact us as soon as possible.
8. Referees will only be contacted with the permission of the candidate.

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| **Treoir – OFFICE ADMINISTRATOR** | **Application  Form A1** |

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| CONFIDENTIAL | **Reference Number** |

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| **APPLICATION FOR POST OF: Office Administrator** |

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| **PERSONAL DETAILS** |
| Name: |
| Address: |
| Telephone Contact Number(s): |
| E-mail: |

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| **REFERENCES** | | |
| Give details of two referees, including your current or last employment, who would support your application. | | |
| In the event of a job offer, would you be willing to give Treoir your permission to contact the two referees for a reference?  Yes  No | | |
| **1. Current or last employment (Supervisor or Line Manager)** | | |
| Name: | Organisation / Company: | |
| Address: | | |
| Email: | | Telephone No: |
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| **2. Second Reference** | | |
| Name: | Organisation / Company: | |
| Address: | | |
| Email: | | Telephone No: |
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**Data Protection Clause:**

All personal information provided on this application form will be stored securely by the organisation and will be used only for the purposes of the recruitment process. Applications shortlisted for interview will be retained for a minimum of 12 months in the case of unsuccessful applicants and in the case of a successful candidate for the duration of their employment and for a maximum of two years thereafter. This information will not be disclosed to any third party without your consent except where necessary to comply with statutory requirements. Internally your information will be kept confidential and only made available, as necessary. You may at any time make a request for access to the personal information held about you. Should you wish to make any changes in relation to the information stored about you, please contact Treoir.

**Declaration:**

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| I hereby certify that all statements given by me on this application are true and correct without omission and that any misstatements given may disqualify my application or in the event of my obtaining employment result in disciplinary action up to and including dismissal. I also fully recognise that canvassing will disqualify my application. |

Are there any current/previous personal, employment or background reasons that may be recognised now or at a later stage as deeming you unsuitable to work with children and/or young people and/or vulnerable adults. If yes, please state your reason(s) below.

Yes\_\_\_\_ No\_\_\_\_

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ￼

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Treoir- Office Administrator** | | **Application  Form A2** |
| **CONFIDENTIAL** | **Reference Number** | |

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| APPLICATION FOR POST: Office Administrator |

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| |  |  | | --- | --- | | **EDUCATIONAL DETAILS**  Starting with the most recent, list all Degrees, Diplomas and/or Certificates and specify dates of attainment. Candidates called to interview will be asked to present verification of awards. | | | COURSE TITLE, LEVEL & AWARDING BODY | YEAR COMPLETED | |  |  | |  |  | |  |  | |  |  |  |  |  | | --- | --- | | Starting with the most recent, list other non-accredited and/or relevant courses and specify dates of attainment. (add additional rows if required) | | | COURSE TITLE & TRAINING ORGANISATION | YEAR COMPLETED | |  |  | |  |  | |  |  | |  |  | | | |
| **WORK EXPERIENCE** Starting with the most recent, give details of your work experience | |
| **Name of Current (or Last) Employer:** | |
| Indicate the Sector: Community and Voluntary  Private  Public | |
| Date of commencement: | Date of termination (if applicable): |
| Outline reason(s) for leaving (if applicable): | |
| Position Title: | |
| Specify your form of work engagement:  Paid  Voluntary  Hours per Week: | |
| Outline main tasks of the post: | |
| 1 | 2 |
| 3 | 4 |
| 5 | 6 |

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| **Name of Previous Employer:** | |
| Indicate the Sector: Community and Voluntary  Private  Public | |
| Date of commencement: | Date of termination: |
| Outline reason(s) for leaving (if applicable): | |
| Position Title: | |
| Specify your form of work engagement:  Paid  Voluntary  Hours per Week: | |
| Outline main tasks of the post: | |
| 1 | 2 |
| 3 | 4 |
| 5 | 6 |

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| **Name of Previous Employer:** | |
| Indicate the Sector: Community and Voluntary  Private  Public | |
| Date of commencement: | Date of termination: |
| Outline reason(s) for leaving (if applicable): | |
| Position Title: | |
| Specify your form of work engagement:  Paid  Voluntary  Hours per Week: | |
| Outline main tasks of the post: | |
| 1 | 2 |
| 3 | 4 |
| 5 | 6 |

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| **Additional Employment Information:** | |
| Date of commencement: | Date of termination: |
| Outline reason(s) for any gaps in employment if any: | |

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| **SUITABILITY FOR THE POST:**  Please answer all the following sections. |

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| Describe the skills & experience you possess, if any, in the following areas that would enable you to fulfil the role as described in the job description. You should give specific examples from your past employment. ***Word limit of 200 words per section*** |
| **Reception duties, dealing with service users and providers over the phone, in person and by email:** |
| **Minute writing and proof-reading skills:** |
| **Working with CEO/Line Manager to progress work areas:** |
| **Assessing the support needs of the team for events, meetings, functions etc:** |
| **Prioritisation of work when supporting multiple people or multiple deadlines:** |
| **Effectively using data management systems such as Salesforce:** |
| **Why do you want to be the Administrator with Treoir?** |

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| **Any additional information that you feel is relevant including membership of any societies or clubs?** |
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| **Are there any legal restrictions on your availability to take up employment? If YES, please give details.** |
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| **If offered the position of Office Administrator, when could you commence working in Treoir?** |
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**Section 39 funded HSE post**