



Job Application Form

Scheduling Admin Officer (Permanent Position)

FOR OFFICE USE

Ref: No: _____

Closing date: _____

Date received: _____

Job Title: _____

Please complete this form in BLOCK LETTERS and return it on or before the closing date that was specified below. Late applications will not be considered. Do not attach a separate CV to this form as it will not be considered.

Please return this form by no later than 5:00pm Friday 02 June 2023 to Lagan Valley Rural Transport, Units 1-6 PRM Complex Rathdown Road, Lissue Industrial Estate, Moira Road, Lisburn BT28 2RE

Contact Details

Name: _____

Address: _____

Postcode: _____

Contact Landline Number: _____

Contact Mobile Number: _____

Email: _____

Do you require any special arrangements for an interview? If yes, please give details below:

Date of Birth: ____/____/____

For Q1 through to Q5 below please tick beside appropriate answer:

1. Have you access to a car?

Yes ☐ No ☐

Present and Past Employment

Present or Most Recent Employment	Key Responsibilities of Post:
Name and Address of Employer	
Job Title:	
Dates Employed: From: To: Reason for leaving	
Previous Employment (most recent first)	Key Responsibilities of Post:
Name and Address of Employer	
Job Title:	
Dates Employed: From: To: Reason for leaving	
Present or Most Recent Employment	Key Responsibilities of Post:
Name and Address of Employer	
Job Title:	

Supporting Statement

Please use the space below to set-out how you feel you meet each of the Essential and Desirable Criteria set-out within the Person Specification. Please respond o each specific criterion.

Qualifications**Skills Experience****Knowledge****Attitude****Other Relevant Experience**

Please give details of any other experiences or skills you feel you have may gained perhaps through community or voluntary activity which would be useful in the role for which you are applying?

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References

List the names and contact details of two persons who are willing to provide references for you. They should be persons who know you (but who are not members of your family) and who are qualified to give an opinion about how you are suitable for this post. Please note that we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

Name	
Address	
Phone Number	Mobile Number
Email address	
How is the referee known to you?	

Name	
Address	
Phone Number	Mobile Number
Email address	
How is the referee known to you?	

Declaration

To be the best of my knowledge the information that I have provided on this form is correct.
I understand that deliberate misinterpretation or omission of factual information may
disqualify me from consideration or lead to dismissal.

Signed: _____

Date: _____

Ref No:

Private & Confidential

Monitoring Questionnaire

Introduction:

We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job. We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998*.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

1. Community Background:

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

Please indicate the community to which you belong by ticking the appropriate box below:

I am a member of the Protestant community: ☐

I am a member of the Roman Catholic community: ☐

I am not a member of either the Protestant or the
Roman Catholic communities: ☐

If you do not answer the above question, or if you tick the "not a member of either" box, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.

2. Sex:

Please indicate your sex by ticking the appropriate box below:

Male: ☐

Female: ☐

Note: *If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.*

Please complete and place this monitoring form in a separate envelope and place it within the larger envelope containing the completed application form. Please do not write any identifying details on the front of the monitoring form envelope.