

**APPLICATION FOR THE POST OF:**

**Bilingual Administrator**

**Closing date for receipt of applications: 12 pm (noon) 7th September 2022**

**Completed application and Equality Monitoring form must be emailed to:** **recruitment@migrantcentreni.org** **12pm (noon) by 7th September 2022**

**Please indicate which role you wish to apply for by ticking one of the boxes below:**

 I wish to apply for the post of Bi-lingual administrator Monday to Friday 9.30 am – 1.30pm

 I wish to apply for the post of Bi-lingual administrator Monday to Friday 1.00pm – 5.00pm

**ALL APPLICANTS MUST –**

* **Not submit additional sheets**
* **Not submit supplementary material such as CVs, as these will not be considered.**
* **Use font size 12 if completing the application form in typescript. The application should not exceed 10 pages in total**
1. **PERSONAL DETAILS:**

 **Name:**

 **Home Address:**

 **Telephone Numbers:**

 **Email Address:**

## Qualifications

Please start with the highest qualification

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Qualification | Date  | Subject | Grade |
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 (Continue on separate sheet if necessary. Please note you will be asked to provide proof of qualifications if you are offered this role)

Employment History

Note: please give details of all the posts you have held, starting with your current post, accounting for any gaps in your employment history.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date****From / To****(Month/year)** | **Employer’s name address & nature of business** | **Job title, main responsibilities and major achievements** | **Final salary and reason for leaving** |
|  |  |  |  |
| **Using the space below please describe how you meet the essential criteria as described on the personal specifications document. You should be able to demonstrate how you meet the criteria using examples of your past and/or current experience.** |
| 1. **Experience**
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| **Experience of working with, and relating to, a diverse range of people and a pleasant, diplomatic manner and disposition in interacting with colleagues at all levels, as well as with MCNI partners** |
| 1. **Knowledge**
 |
| **Competent IT user including Microsoft Office Packages, internet, databases and email** |
| 1. **Abilities, aptitudes and skills**
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| **Excellent written and spoken English and the ability to communicate with diverse communities** |
| **Proficiency speaking and reading in at least one language other than English** |
| **Ability to work creatively and flexibly in a small team, supporting other colleagues, and with a strong commitment to learning and improvement** |
| **Ability to work to deadlines** |
| 1. **Personal qualities**
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| **A commitment to black and minority ethnic people**  |
| **A commitment to anti-racist policy and practice** |
| **Resourcefulness and enthusiasm, cultural sensitivity, and the ability to work in a team**  |
| **Ability and availability to work flexibly when required to do so** |
| **And understanding of the need for confidentiality and the need to treat sensitive information with discretion** |

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| --- | --- | --- |
| **Do you have access to transport to enable you to meet the travel needs of the post?**  **YES NO****Are you willing to work unsociable hours and weekends if required?**  **YES NO****Are you eligible to work in the UK?**  **YES NO**You will be required to provide documentation to prove your right to work in the UK (under Section 8 of the Asylum and Immigration Act 1996) if you are offered the post.**Please supply the contact details of two referees who have relevant knowledge of your skills and experience:**

|  |  |
| --- | --- |
| **Referee 1.****Name:****Address:****Telephone:****Email:****How does this person know you?** | **Referee 2.****Name:****Address:****Telephone:****Email:****How does this person know you?** |

 |
| **Date:**  |

|  |
| --- |
| **Name:** |
| **Signed:****(Electronic Signature is acceptable)** |