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**Money Advice & Budgeting Service**

**Title of Post: Service Delivery Administrator**

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| **Location(s)****applying for:*****(Click or tick)*** | **COMPANY**  | **LOCATION** |
| ***[COMPANY NAME]*** | **[*ROLE – LOCATION*]** [ ]  |

**Please read fully the candidate information pack and TYPE in all your details and answers, and don’t forget to sign, for the application to be accepted.**

**1. Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Telephone**  | Main Contact:Alternative: |
| **Email** |  | **Transport*****(Click or tick)*** | Do you have access to a car? Yes [ ]  No[ ]  Does the driver have a full licence? Yes[ ]  No[ ]  |
| **Address for Correspondence** |  |

**2. Educational Qualifications (start with most recent qualification first)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of Award** | **University/College/School** | **Year Qualification Obtained** | **Final Grade (e.g. pass, honour, 2.2, 2.1, 1 etc.** |
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**3. Professional Memberships (if any)**

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**4. Community/Volunteer Experience (if any)**

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**5. Information Technology (click or tick boxes and type where required)**

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| --- | --- | --- | --- | --- |
|  | **No knowledge** | **Limited familiarity**  | **Extensive knowledge** | **Qualification/Award (please list name)** |
| **Microsoft Word** |[ ] [ ] [ ]   |
| **Microsoft Excel** |[ ] [ ] [ ]   |
| **Microsoft Outlook** |[ ] [ ] [ ]   |
| **Database/Statistical Analysis Software**  |[ ] [ ] [ ]  Name of Software: |
| **Other (please specify)** |[ ] [ ] [ ]   |

**6. Employment History (starting with your current/most recent employer first)**

**\*Please use a new line for each role, including those with the same employer and add rows as necessary.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title** | **Employer** **Name & Address** | **Hours of Work** **(per week)** | **Date from /to (Month, Year)** | **Main duties and responsibilities** | **Key Achievements** |
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**7. Key Competencies**

***For each of the competency areas below, briefly highlight specific achievements, contributions or expertise you have developed from your career to date, which demonstrate your suitability to meet the challenges of this role. Further details of the competencies are provided in the candidate pack for this role (maximum 300 words per section). Please reference roles/employers in your responses.***

|  |  |
| --- | --- |
| **C1****Planning & Organising** |  |
| **C2****Client Focus**  |  |
| **C3****Effective Communication** |  |
| **C4** **Using Initiative & Achieving Goals** |  |
| **C5****Teamwork & Collaboration** |  |
| **C6****Record Management** |  |

**8. Personal Statement**

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| --- | --- |
| **Include here a personal statement that briefly outlines your interest in applying for the position or specifies any other relevant information, in addition to that already provided. This can be used to write more information to be considered for section 7. Max 300 words.** |  |

**8. Referees (Please give the names and addresses of two people from your employment history who have agreed to act as referees for you. One referee must be someone from your current or most recent employer with knowledge of your skills or experience.**

|  |  |
| --- | --- |
| **Do you require notification before your referees are contacted?*****(Click or tick)*** | **Yes** [ ]  **No** [ ]   |
| **Name** | **Title** | **Company** | **Contact Details** |
|  |  |  | Telephone:Email: |
|  |  |  | Telephone:Email: |

**Application Declaration**

*I declare to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration, misleading statement or significant omission may disqualify me from employment and render me liable to dismissal. I have read and fully understand the job description and specification for this post and I confirm I can meet all the conditions and requirements of the post on offer. I understand that a medical may form part of this recruitment process and that any job offer is subject to satisfactory references and sight of educational awards relied upon in this application or at interview and successful completion of a probationary period.*

**Signed (type or write): Date:**