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| Our Ref: PA/AD 1025 |

**Application form**

**Personal Assistant (PA)**

**(Full Time)**

Applications must be made using this form – **CVs and additional pages will not be accepted**.

Please write legibly and use **black ink** or typescript **(minimum font size 12 using Arial)**.

All gaps in employment history must be accounted for.

* In order to be considered your completed application form **and** monitoring form must be returned **no later** **than the closing date which is 4th November at 12 noon.** Forms received after the closing time and date will not be accepted*.*
* **Interviews will be held on Tuesday 18th November 2025.**
* NICIE also reserve the right to enhance the criteria in the event of a high number of applications.

**Please email the completed application form to Heads Together Consulting at** **recruit@headstogether.com**

**Please complete all sections**

**Part 1: Personal Details**

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| Surname: |  |
| Previous Surname or names known by (if applicable): |  |
| First Name: |  |
| Home Address: |  |
|  |  |
|  |  |
|  | Post Code: |
| Contact details | Phone: |
|  | Mobile:  |
|  | Email: |
| Required notice period:(if applicable) |  |
| National Insurance Number |

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| Are you available to work evenings, occasional weekend work and/or overnight stays?  | Yes No  |
| Do you have the right to work in the U.K? | Yes No  |
| Do you have a Current full driving licence (Valid for use in the UK) and access to a car on appointment? (This criterion will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport which will permit the applicant to meet the requirements of the post) | Yes No Comments (if applicable) |

**Part 2 (i) Educational and Professional Qualifications including courses and qualifications relevant to this role**

Please provide details below of your educational and professional qualifications, including details of the years in which each qualification was obtained. Please list highest qualification first.

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| --- | --- | --- | --- |
| **Type of Institution (secondary school, college, university etc)** | **Year** | **Subjects** | **Level and Grades** |
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**Part 2 (ii) Other Qualifications/courses**

Please provide details below of degrees, diplomas, etc. held. List most recent first and provide details of all results.

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| --- | --- | --- | --- |
| **Title of award** | **Year** | **Higher Education Institute** | **Results awarded** |
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**Part 3 Employment History**

Please provide details below of the positions you have held, starting with the most recent. Please state the month and year in which you started and ended each position, the name of your employer, a brief description of the main responsibilities of the role and your key achievements during it. All gaps in employment history must be accounted for.

Please include your current salary and benefits package.

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| **Start date DD/MM/YY** | **End date DD/MM/YY** | **Employer****Name** | **Job Title/ Brief Description of Duties** | **Salary/****Benefits** |
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**Part 4 Essential and Desirable Criteria**

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| **ESSENTIAL CRITERIA** |
| **Please indicate how you meet the essential criteria detailed in the person specification.** It is important that you use examples which are based upon real situations, clarify the task you had to achieve, outline the action you took and identify the result of your action(s). Include timescales to evidence experience where appropriate.  |

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| **1**.**Please explain where you have gained a minimum of 3 years’ experience in a Personal Assistant (PA) role (where you have attained a third-level qualification (HNC or above) in support of a manager at a senior level. (please state from MM/YY – to MM/YY)** **Or****Have 5 years’ experience and a minimum of 5 GCSEs (Grades A–C), including English and Math’s in a Personal Assistant Role in support of a manager at a senior level (please state from MM/YY – to MM/YY)** **(Max 400 words)** |
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| **2. Provide an example of how you have supported a team or department effectively (Max 400 words)** |
| **3. Provide an example of a time when you had to manage multiple tasks with competing deadlines, how did you prioritise your work?** **(Max 400 words)** |
| **4. Provide an example of your experience of diary management (Max 400 words)** |
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| **5. Please provide evidence of your experience and competence with IT applications including Microsoft 365 (Office), Word, Excel, Outlook, PowerPoint applications. (Max 400 words)** |
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| **6.Provide an example where you have used your skills to manage handling sensitive information including adherence to GDPR guidance. (Max 400 Words)** |
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Please tick the box to confirm that you understand

that due to business need the successful candidate will be [ ]

required to work ad hoc evenings and weekends on occasion.

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| **DESIRABLE CRITERIA** |
| **Please indicate how you meet the desirable criteria detailed in the person specification.** It is important that you use examples which are based upon real situations, clarify the task you had to achieve, outline the action you took and identify the result of your action(s).  |

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| **7. Please provide evidence of experience in event management. (Max 400 words)** |
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| **8. Please give evidence of experience in supporting recruitment. (Max 400 words)** |
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**Part 5 References**

Please provide the names and addresses of two work related referees one of whom should be a current or most recent employer if you are not currently in employment. The prior consent of referees must be obtained before using their names. Please note your referees should have knowledge of you as an employee and be in a supervisory / managerial capacity. Referees must **not** be related to you. *Please note referee’s will not be contacted before an offer on employment is made.*

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|  | **Referee 1** | **Referee 2** |
| **Name** |  |  |
| **Position** |  |  |
| **Address** |  |  |
|  |  |  |
|  |  |  |
| **Post code** |  |  |
| **Email** |  |  |
| **Tel. no.** |  |  |
| **Mobile:** |  |  |

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| How did you hear of this vacancy? |
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| Are there any dates that you are unavailable for interview? If so, please specify: |
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**Part 6 Interview Requirements**

It is intended that the interviews will be conducted face to face. Please use the box below to let us know if you require any adjustments in order to participate in the interview.

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**N.B. Where candidates specify dates on which they are not available for interview we will try as far as possible to accommodate candidates but are under no obligation to do so.**

**Part 7 Declarations**

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| **For the purposes of the recruitment process, please detail if you know any current employees or members of the Board of Directors in a personal capacity.** |
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| **Do you have any criminal convictions, which are not regarded as spent under the Rehabilitation of Offenders (Exceptions) (Amendment) Order (Northern Ireland) 2019**Yes / NoIf ‘Yes’ please provide details of any unspent convictions on a separate sheetIs there any reason why you would not be suitable to work with children/young people in an educational institution? Yes / No  |

**Personal Declaration**

I declare that the information I have given in support of my application is true and complete to the best of my knowledge, is an accurate reflection of my own individual experience, personal achievements and undertakings and all statements contained therein relate to me personally.

I understand that, if I am appointed and the information I have provided is incorrect, or any of the statements made in this declaration are untrue, that my employment may be terminated.

I understand and accept that the information I have provided in this form will be processed by NICIE, in accordance with its Data Protection Registration.

I confirm to the best of my knowledge that the information given on this application form is true and correct.

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| Signed: |  |
| Date: |  |

**Part 8 Job Application Privacy Notice**

• NICIE is the Data Controller under the General Data Protection Regulations (GDPR) for the personal data it processes relating to job applicants.

• Processing data from job applicants allows NICIE to manage the recruitment process¨ assess and confirm an applicant’s suitability for employment and decide to whom to offer a job.

• In some cases, NICIE will also need to process your data to ensure it is complying with its legal obligations for example to monitor applicants’ sensitive personal data for equal opportunities purposes to check qualifications and to check applicants’ eligibility to work in the UK before employment starts.

• All data relating to job applicants is held for no longer than is required by statute.

• If you require further information about how we are processing your personal data, you can contact us by emailing info@nicie.org.uk or by writing to: NICIE, James House, 2-4 Cromac Avenue, Belfast, BT7 2JA.