A logo for a company

Description automatically generated

Applicant No:   
  
For official use only

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| **Application for the post of:** | **BUSINESS SUPPORT EXECUTIVE** |
| Closing date/ time for receipt of applications is: **12:00 noon on 25 June 2025**  **(Applications received after this time will NOT be considered)**  Applications should be returned to: [**recruitment@atrium-homes.co.uk**](mailto:recruitment@atrium-homes.co.uk)  **Interviews** will take place on **11 July 2025** | |

The information provided in this application form will enable the interview panel to decide whether to invite you to an interview. You should complete the form as fully and as accurately as possible to enable your application to be given full consideration. The information provided within your application form will be treated in the strictest of confidence, in accordance with the Data Protection Act 2018.

Please note your personal details **will not** be shared with the shortlisting panel.

**CVs will not be accepted**

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| ***Personal Information*** | | |
| Title |  | |
| First Name |  | |
| Surname |  | |
| Address |  | |
| Postcode |  | |
| Contact Number |  | |
| May we contact you via phone during the day? | Yes 🞏 | No 🞏 |
| Email Address |  | |

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| ***Equality Act 2010*** | | |
| We are committed to being an Equal Opportunities employer and do not discriminate in any way. For the purposes of making arrangements for interview, please can you let us know if you consider yourself to have a disability? | Yes | No |
| If you consider yourself to have a disability, please detail any arrangements that we can make for you if you are called for interview: | | |

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| ***References***  ***(Referees will not be approached prior to a conditional offer being accepted)*** | | |
| Please give details of two referees. They should be qualified to comment on your ability and experience for this post and should include a referee from your current or most recent employer, preferably your line manager. Personal references will not be accepted. | | |
|  | **Referee 1  (Present or most recent employer)** | **Referee 2 (Previous employer)** |
| Name |  |  |
| Job title |  |  |
| Company Name & Address |  |  |
| Email |  |  |
| Contact number |  |  |
| Relationship to you e.g. line manager |  |  |

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| **PART A** | | | |
| ***Education/ Qualifications*** | | | |
| If selected for interview you will be required to bring with you the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies. Please ensure you note any qualifications required for this role. | | | |
| **Secondary Education** | | | |
| **Subject Studied** | **Grade / Class** | | **Level of Qualification** |
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| **Further Education** | | | |
| **University or Further Education Establishment** | **Course/ Subject Studied** | | **Level of Qualification** |
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| **Professional Qualifications** | | | |
| **Awarding Body** | | **Qualification/ Membership of Professional Institution** | |
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| **Other Training Courses Relevant to this job role** | | | |
| **Training course undertaken** | | **Provider** | |
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| ***Employment History (please account for any gaps in employment)*** | |
| **Present or Most Recent Employment** | |
| Employer’s Name |  |
| Employer’s Address |  |
| Employment Start and End Dates |  |
| Job Title |  |
| Salary |  |
| Notice Period |  |
| Reason for leaving or  seeking new employment |  |
| **Main Duties of the post *(brief bullet points)*** | |
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| **Previous Employment** | | |
| **Name of Previous Employer** | **Employment Dates** | **Job Title Main Duties (brief bullet points) &  Reason for Leaving** |
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*Please add any additional rows as required.*

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| **PART B** |
| ***Experience, Skills and Knowledge***  We want to compare your experience, skills and knowledge with the requirements for this role. You should, by using examples, demonstrate below how you satisfy the criteria detailed in the person specification. This does not have to be from paid work but can be from other experience.  The selection panel will consider candidates who do not meet all the requirements, therefore, please complete all sections as appropriate. |
| ***EDUCATION & QUALIFICATIONS*** |
| **If you do not have three Highers or equivalent qualifications, please document your demonstrable experience in a similar post** |
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| ***EXPERIENCE & KNOWLEDGE*** |
| **A strong, customer service-focussed mindset** |
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| **Experience of providing administrative support to business teams** |
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| **A personal commitment to the pursuit of excellence and the continuous improvement of services** |
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| ***SKILLS & PERSONAL QUALITIES*** |
| **Pro-active, hard-working, flexible, adaptable and reliable, with the ability to work outwith standard office hours on occasion and for attendance at monthly / quarterly Board and Sub-Committee meetings** |
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| **Highly IT literate with excellent spreadsheet, database and general IT skills** |
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| **Excellent administration skills, accuracy and attention to detail** |
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| **Good planning and time management skills and the ability to independently manage a varied workload with clear deadlines** |
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| **Excellent communication, both oral and written** |
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| **Ability to develop positive working relationships** |
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| **Ability to maintain confidentiality when handling personal and sensitive information** |
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| **Please provide any relevant information not covered elsewhere on this form, which may include attributes we have listed as desirable or other activities undertaken e.g. voluntary work, major achievements, projects to date and indicate how this will enable you to contribute further to this post.**  *In particular, please ensure you provide us with some examples of your experience of supporting a culture which focusses on excellent customer service and achieving exceptionally high performance standards at all times.* |
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| ***Driving*** | | | | | |
| Do you possess a full current driving licence? | | | Yes | | No |
| Do you have access to a car for work purposes? | | | Yes | | No |
| Are you insured for business purposes | | | Yes | | No |
| ***Relationships*** | | | | | |
| If in the last 12 months you are or have been related to an employee of our organisation, anyone engaged as a supplier, consultant or contractor, a Board member of our organisation or anyone who has been a Board member of our organisation, please provide details below: | | | | | |
| ***Immigration, Asylum & Nationality Act 2006*** | | | | | |
| The Immigration, Asylum and Nationality Act 2006 makes it an offence to employ anyone who is not entitled to live or work in the UK. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the UK. Appropriate documentation may include the original of your current passport, visa, birth certificate or any other document [or combination of documents] indicated by the Act. | | | | | |
| Do you currently have the right to work and live in the UK? | | Yes | | No | |
| ***Advertising Source*** | | | | | |
| Where did you see this post advertised? |  | | | | |

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| ***The Rehabilitation of Offenders Act 1974*** |
| The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored, after a ‘rehabilitation period’. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions that are ‘spent’ under the provision of the act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. If selected for interview you will be required to complete a criminal convictions declaration form that will only be reviewed if an offer of employment is being made. |
| ***Canvassing*** |
| Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable to dismissal. |
| ***The Data Protection Act 2018*** |
| Information from this application will be processed for purposes permitted under the General Data Protection Regulations. You have, on written request, the right to access all personal data our organisation holds about you.  Information about how your data is used, and the basis for processing your data is provided in our job applicant privacy notice. |

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| ***Declaration*** | |
| I have read this form and the guidance provided in full, and I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld any relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed without notice. | |
| Signed | Date |