

**Administrative Officer  
STEM Ambassadors Programme**

**Applicants must complete both the application form and monitoring form for application to be eligible to progress to shortlisting.  
Monitoring Forms will be kept separately in strictest confidence.**

Applications must be returned to:

Human Resources  
[hr@armagh.ac.uk](mailto:hr@armagh.ac.uk)

**Closing date for applications is Friday 27<sup>th</sup> June 2025.  
Late applications will not be accepted.**

Application Reference:

### SECTION 1: PERSONAL INFORMATION

Surname:	First Name(s):
Address:	
Postcode:	
Email:	Contact telephone Number:
National Insurance Number:	Date of Birth:

**REFERENCES:** Please provide the names and contact details of 2 referees (these will only be contacted following interview stage)

Reference 1	
Reference 2	

Personal information will be removed from applications for the purposes of sifting/shortlisting

**Application Reference:**

Only the information provided in Sections 2 and 3 will be provided to the selection panel to determine your suitability to progress to the next stage.

## **SECTION 2: EMPLOYMENT HISTORY**

Start with the present/most recent employer

<b>Dates Month/year</b>	<b>Name and Address of Employer</b>	<b>Job Title</b>
From		
To		
From		
To		
From		
To		
From		
To		
From		
To		

### SECTION 3: ESSENTIAL AND DESIRABLE CRITERIA

#### Essential Criteria

<b>1</b>	<b>2 A-levels or equivalent. Please provide details below of the subject, grade, year of award and awarding body</b>
<b>2.</b>	<b>1 year's experience in an administration environment to include:</b> <ul style="list-style-type: none"><li>• Ability to work independently</li><li>• Good time management</li><li>• Effective report writing</li><li>• Using a variety of communication methods such as newsletters, memos and social media</li><li>• Ability to manage multiple priorities</li></ul>

### **Desirable Criteria**

Applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to the next stage of selection the following criteria will be used.

**1. Demonstrate experience in project work administration including taking direction and working to complete solutions.**

Please demonstrate how you meet the above eligibility criterion by way of examples and dates in the space below. You must provide sufficient details to demonstrate to the panel how well you meet this criterion.

**2. Experience in the use of Microsoft Office (or similar) packages to include Word, Excel, Outlook and PowerPoint.**

Please demonstrate how you meet the above eligibility criterion by way of examples and dates in the space below. You must provide sufficient details to demonstrate to the panel how well you meet this criterion.

**3. Experience of working with schools, voluntary groups, employers or similar.**

Please demonstrate how you meet the above eligibility criterion by way of examples and dates in the space below. You must provide sufficient details to demonstrate to the panel how well you meet this criterion.

## SECTION 4: FURTHER INFORMATION

### Test / Interview / Offer of appointment adjustment requirements

As an Equal Opportunity Employer we wish to ensure that all applicants have the opportunity to perform to the best of their ability in either a test or interview situation. We also wish to be able to consider any reasonable adjustments you may require should you be offered an appointment.

Please familiarise yourself with the assessment process for this competition as outlined in the Candidate Information Booklet. If you require any form of reasonable adjustment to complete any assessments outlined, please note this in the box below. You must provide full details of the adjustment required and provide appropriate evidence to support your request as outlined in the Candidate information booklet. We will only advise the selection panel of adjustments they NEED to know about in managing interviews.

--

### Other Information

If appointed, how much notice would you require before taking up appointment?

Available Immediately	
1 Week	
2 Weeks	
1 Month	
Other (please specify)	

## SECTION 5: DECLARATION

1. I have read and understood the information provided in connection with the post of STEM Ambassadors Administrative Officer.
2. I undertake to inform Armagh Observatory and Planetarium in writing of any changes in my circumstances which may occur between the date of my application and any possible date of appointment.
3. The responses detailed in this application form are true and accurate to the best of my knowledge and belief. I understand that if I am found to have suppressed any material fact or to have given false answers I will be liable to disqualification or, if appointed, will face disciplinary action which may include dismissal.
4. I agree that Armagh Observatory and Planetarium may process my personal information in accordance with their policies and privacy statements.

Please initial the box as confirmation of signature

--

Dated: