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| A close-up of a sign  Description automatically generated**Shortlisting evidence Template – Administrative Assistant** |
| **Dear Candidate,****Please complete the form below in FULL adhering to the 300-word limit for each of the shortlisting criteria (i.e. max of 1500 words). Then save in a Word document format and upload to the ‘supporting evidence’ section of the online application.****Please note that for shortlisting purposes we will be removing ‘Name’ and ‘National Insurance number’ and each candidate will be provided with a candidate number for anonymised shortlisting.****For any queries please contact** **personnel@southwales-fire.gov.uk**  |
| **Full Name:** |  |
| **National Insurance Number:** |  |
| **Anonymised Candidate Number (to be completed by FRS HR team)** |  |
| **I am looking for (please tick all that apply):** |
| **Full Time** |  | **Part Time** |  | **Permanent** |  | **Fixed Term** |  |
| **Shortlisting Criteria 1:**Please outline how you meet the following experience and qualification criteria for this role i.e. * 1. Minimum GCSE Grade C or above in English Language and Mathematics OR equivalent qualifications (e.g. Essential/Key Skills Level 2).
	2. Proven experience of using Microsoft Office Packages, including Word, Excel and Outlook.
	3. Experience of working in an administrative role.
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| **Shortlisting Criteria 2:** Please outline how you look for opportunities to learn and develop your skills and behaviours  |
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| **Shortlisting Criteria 3:**Please outline how you value and appreciate differences in people and treat everyone with kindness and respect |
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| **Shortlisting Criteria 4:**Please outline how you plan and prioritise your work, managing time effectively to get things done within set timescales |
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| **Shortlisting Criteria 5:**Please outline how you are open to and positively engage with new ways of working |
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| **Closing date - 12:00pm midday on Monday 16th December 2024** |