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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**](mailto: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 | | | | | | | | |
|  | | | | | | | | |
| **Shortlisting Criteria 3:**  Please outline how you value and appreciate differences in people and treat everyone with kindness and respect | | | | | | | | |
|  | | | | | | | | |
| **Shortlisting Criteria 4:**  Please outline how you plan and prioritise your work, managing time effectively to get things done within set timescales | | | | | | | | |
|  | | | | | | | | |
| **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** | | | | | | | | |