IN CONFIDENCE

**ADVICE NI**

APPLICATION FOR EMPLOYMENT

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| **POST: *Project Co-Ordinator (Building Resilience in Retirement)***  **CLOSING DATE**: 24 February 2017 4pm |
| **Interview Date*: 2 March 2017*** |
| **We reserve the right to enhance the existing criteria should we have a large number of applicants** |

**Please complete all sections of this application using black ink or typescript.**

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| **PERSONAL PARTICULARS** |
| Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Telephone Number for contact: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **EDUCATION Please do not include dates** |  |
| Subjects passed at O Level/GSCE (Equivalent) | **Subjects passed at ‘A’ Level (Equivalent)** |
| Degrees or diplomas with institutions attended | |

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| **PROFESSIONAL QUALIFICATIONS** | | |
| Name of professional body or bodies | (i) By Examination  and Result | (ii) By Election |

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| **PRESENT EMPLOYMENT (if any)** |
| Name and Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  of present employer  (or last employer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Post Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Duties of Post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Appointed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Present Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period of Notice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **VOLUNTARY SERVICE OR COMMUNITY WORK** |
| Please give details of any voluntary service or community work that you have undertaken on an unpaid voluntary basis. |

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| **WORK EXPERIENCE** |
| Please list, starting with the latest, any previous positions you have held which are relevant to the application, with a brief description of duties and relevant dates. |

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| **RELEVANT EXPERIENCE TO THIS POST** |
| Important guidance information for completion of this form  Drawing upon all of your experience from work or on a voluntary basis and using the Personal Specification, consider how your skills, experience and abilities relate to each criteria for this post.  In responding to the criteria below, it is essential that you **describe fully** how and to what extend you meet the experience sought by providing clear information and examples. In response to each criterion which requires experience of a certain length, **you must specify the job role, organization name and relevant dates of the experience gained**.  It is not appropriate to simply list various posts you have held with no examples or descriptions of the experience gained as the **selection panel will not make assumptions on job titles or the nature of the organization as to the experience gained.** Shortlisting for this post will be undertaken using only the information you have provided in response to each criteria below.  ***Please remember it is the quality of the examples given along with precise details of where and when the experience was gained which matter, not the length of the response***.  Personnel Specification  .  **Education/Training**  **Essential**  *Good standard of education*  **Desirable**  *Third Level Qualification*  **Experience**  **Essential**  *Demonstrable experience of developing and delivering training programmes. 1 year’s project co-ordination/management experience. Evidence of using mobile devices e.g. tablets, smart phones. Evidence of working in partnership with other agencies. Demonstrable evidence of working with evaluation processes and of recruiting, managing and supporting volunteers.*  **Desirable**  *Experience of managing staff. Researching and writing for the web. Working with older people.*  **Skills**  **Essential**  *Excellent verbal and written communication skills. Excellent organizational and planning skills. Strong attention to detail and quality. Working knowledge of Microsoft Office. Evidence of ability to understand complex information. Ability to build relationships with a wide range of people. Demonstrated ability to prioritise own workload and to work on own initiative and as part of a team.*  **Desirable**  *Facilitation skills*  **Knowledge/Values**  **Essential**  *Knowledge and understanding of financial capability for older people.*  *Commitment to the aims and principles of the service, e.g. equal opportunities.*  *Up-to-date knowledge of vulnerable adults legislation*  *Knowledge of the voluntary & community sector*  *Demonstrable sympathetic and non-judgemental attitude*  **DESIRABLE**  *Knowledge of management principles and evaluation techniques. Knowledge of the issues affecting older people. An understanding of a rights-based approach to producing content for older people.*  **PERSONAL ATTRIBUTES**  *Flexible approach to working hours. Friendly and approachable manner. Ability to work under pressure and to strict deadlines .An understanding of the core values of Advice NI*  OTHER - Current driving license and access to car – Yes/No |
| **REFEREES** |
| All offers of employment are subject to receipt of two satisfactory written references, one of whom should be your current employer and/ or your most recent employer/s. In some instances and with prior agreement with Human Resources, we may accept an academic reference or a reference gained in a voluntary capacity.  1 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  These referees may be approached if you are shortlisted for interview, unless you specify otherwise. |

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| Are you eligible to work in the UK : YES □ NO □  You will be required to provide documentation to support this claim (under Section 8 of the Asylum and Immigration Act  . 1996) if you are offered the post. |

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| Have you ever been convicted of a criminal offence?  (Exclude convictions which are spent under the Rehabilitation of offenders (N.I. Order 1978).  YES □ NO □ |

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| **DECLARATION**  I declare that the information set forth in this application form is, to the best of my  knowledge, true and complete.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **PLEASE RETURN TO:**  **recruitment@adviceni.net**  Head of Resources  Advice NI  1 Rushfield Avenue  Belfast BT7 3FP  Email signed applications will be accepted (followed by hard copy in post) |