

APPLICATION FORM

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| POST: INFORMATION OFFICERCLOSING DATE: 4 PM TUESDAY 30 MAY 2017INTERVIEWS WILL BE HELD ON THURSDAY 8 JUNE 2017 |

# PERSONAL DETAILS

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tel no for contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REFEREES**

Please name two referees, one of whom should have knowledge of your present or most recent employment.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tele \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tele \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

These referees may be approached if you are shortlisted for interview, unless you specify otherwise.

**EDUCATION / TRAINING QUALIFICATIONS** – Examinations passed or to be taken or training undertaken.

Subject Level Grades attained

**PROFESSIONAL QUALIFICATIONS**

Professional body Qualification By award or examination

**PRESENT EMPLOYMENT**

Name and Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of present or most

recent employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please outline main duties, responsibilities of your current position and any major achievements.

Date Appointed \_\_\_\_\_\_\_ Present Salary\_\_\_\_\_\_\_\_\_ Period of Notice\_\_\_\_\_\_\_\_

**EMPLOYMENT HISTORY**

Please outline, 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. Please include any relevant voluntary work.

**RELEVANT EXPERIENCE TO THIS POST**

In this section please show how your skills, experience and abilities demonstrate how you meet the criteria outlined in the person specification using examples from your previous employment or voluntary work.

**QUALIFICATIONS, EXPERIENCE AND KNOWLEDGE**

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| **1. An HND or equivalent qualification in a discipline relevant to the post** |

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| **2. Practical understanding of professional web development tools** |

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| **3. Experience of producing written materials in a professional manner** |

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| **4. Microsoft Office and ability to manipulate large quantity of data** |

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| **5. Administer an on-line database such as Salesforce** |

**7. Up to date knowledge of disability access issues**

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| **6. Undertake research including carrying out surveys** |

**PERSONAL SKILLS AND ATTRIBUTES**

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| **8. Interpret and adapt information for inclusion on website** |

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| **9. Writing skills and expression of ideas** |

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| **10. Communication skills** |

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| **11. Work as part of a team and cooperate across organisation** |

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| **12. Advanced numeracy skills for statistical analysis** |

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| **13. Time management skills and ability to work under pressure** |

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| **14. Commitment to high standards** |

**15. Integrity, honesty and respect for confidential information**

**DETAIL ANY ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION**

# GENERAL

**Particular Requirements**

If you are a disabled person please let us know if you have particular requirements we should know about in order to offer you a fair selection interview, or to make reasonable adjustment to work arrangements?

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| WHERE DID YOU SEE THIS POST ADVERTISED? |

# DECLARATION

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| I declare that the information given in this application form is correct to the best of my knowledge, and I understand that any offer of employment will be dependent on references being considered satisfactory.Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**CRIMINAL RECORDS CHECK FORM ENCLOSED**

**Please return your completed application form to:**

**Vivienne Reid**

**Centre for Independent Living NI**

**Beechill Business Park**

**96 Beechill Road**

**BELFAST BT8 7QN**

**vivienne@cilni.org**