

**Engage with Age**

**Application Form**

Please complete in **black ink or type**. Please do not include a CV as short listing will be based on Application Forms only

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| --- | --- |
| **Position applied for** | **Development Officer** |
| **Closing date** | **Friday 1st September at 12.00 Noon** |

**Engage with Age is committed to treating job applicants fairly and consistently. We will act to ensure equality of opportunity during the recruitment and selection process.**

1. **Personal**

|  |  |
| --- | --- |
| **First Name** |  |
| **Last Name** |  |
| **Email address** |  |
| **Mobile Number** |  |

1. **Reasonable adjustments**

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| **Please advise if you need us to make any reasonable adjustments for interview. If applicable, please state what these may be.** |

1. **Present or most recent employment**

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| **Employer’s name and address**  |
| **Job title**  | **Dates of employment**  |
| **Please give details of your present responsibilities** |

**4. Previous employment / voluntary work – in date order, most recent first.** Please continue on a separate sheet if necessary and attach it to the Application Form

|  |  |  |  |
| --- | --- | --- | --- |
| **From****month/year** | **To****month/year** | **Employer’s name and address** | **Position(s) held and employment duties** |
|  |  |  |  |

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| **Please give details of any gaps in employment** |

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| **Are you a member of any professional organisation? Please specify** |

**5. Education and Training –** relevant qualifications or training

|  |  |  |
| --- | --- | --- |
| **Title of course or training** | **Year passed/attended course** | **Qualifications obtained/details of training** |
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**6. Experience and relevant skills**

Please demonstrate, through examples, evidence of the following core competencies as found on the **Personnel Specification.** Please continue on a separate sheet if necessary and attach it to the Application Form

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| **Essential Criteria - Experience**1. **Five years’ experience of working in a community development role and delivering projects:**
2. **Demonstrable experience of working with groups in a community setting:**
3. **Demonstrable experience of organising training activities and programmes:**
4. **Experience of monitoring and evaluation and gathering information to support report writing to funders:**

**Desirable Criteria – Experience**1. **Experience of managing and reporting against a small budget:**

**Essential Criteria – Knowledge, skills and attributes**1. **Working knowledge of community development practice:**
2. **An understanding of the challenges and needs of older people working at a community level:**
3. **Proficient in the use of computer programmes including Word and Excel:**

**Desirable Criteria: Qualifications**1. **Degree level or equivalent qualification in a related discipline:**
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**7. Disclosure of convictions statement**

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| **Please delete as appropriate and sign below - I have/have no convictions to declare** **Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Please give details of any convictions for criminal offences which are not regarded as "spent" convictions under the Rehabilitation of Offenders (NI) Order 1978. (Include nature of offence and sentence) |

Please note: The information you will give will be treated in confidence and only taken into account in relation to this particular application.

**8. Declaration**

I certify that the above information is correct and understand that any false or misleading information, if proved, may result in no further action being taken in respect of progressing this application, or if appointed, dismissal from the service of Engage with Age.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please email, post or hand deliver the completed forms by **12 noon on Friday 1st September 2017**

**Email** to Eamon Quinn at eamon.quinn@engagewithage.org.uk Please request a read receipt as proof of delivery.

**Post or hand deliver** to Eamon Quinn at Engage with Age, East Belfast Network Centre, 55 Templemore Avenue, Belfast, BT5 4FP