**PlayBoard**

**7 Crescent Gardens**

**Belfast BT7 1NS**

**CONFIDENTIAL**



**Ref: (AD/24/07)**

**APPLICATION FOR THE POST OF**

**Administrator [Our Generation – PEACEPLUS]**

**Instructions**

The completed form must be returned not later than

**2pm, Tuesday 16th July 2024**

* Please complete this form as **accurately and fully** as possible, with reference to the Job Description and Person Specification provided. **Please read the Guidance Notes provided before completing your application. CVs will not be accepted.**
* Please ensure sufficient detail is provided to **demonstrate how you meet the eligibility criteria. If the appropriate detail is not provided, e.g. length of experience, dates and examples, your application will not be considered.**
* **Do not exceed the space provided on SECTION 4 –** additional pages or supplementary material will not be considered by the selection panel unless requested.
* Please complete the Equal Opportunities Monitoring Form at the end of the application form.
* Application forms received by PlayBoard after the above deadline will not be accepted.
* Before completing this form, please read the accompanying information.
* Please use **BLACK INK or TYPE** [no smaller than font size 12] and if you are using black ink complete the form in BLOCK LETTERS. If you are typing onto your form, do not use bold or capitals.

The successful candidate will be required to undergo an Enhanced Disclosure check via the AccessNI Service before commencement of employment.

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| **Section 1: PERSONAL DETAILS:** |

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|  |  |  |  |
| **Surname:** |  | **Forenames:** |  |
|  |  |  |  |
| **Address:** |  |
|  |  |
|  |  | **Postcode:** |  |
|  |  |  |  |
| **Telephone No:** | **Home:** |  | **Mobile:** |  |
|  |  |  |  |
| **Email Address:**  |
|  |  |  |  |
| **If successful, when could you take up this post:** |  |
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| **MEDICAL HISTORY** |  |  |
| **Please give dates and details of any serious or recurring mental or physical illness, major surgery, etc., and give brief details:** |
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| **Are you a registered disabled person?** | **Yes / No** |  |  |
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| **Over the last 2 years, how many days have you been absent from your work owing to illness?** |  |
| (This information will not necessarily exclude you from the post) |

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| **Section 2: PRESENT EMPLOYMENT [if applicable]** |

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| --- | --- |
| **Job Title** | **Date Employed from:** |
| **Name and Address of Current Employer:** | **Current Salary** |
| **Reason for Leaving** |
| Only add the Duties of the Post that are Most Relevant to This Application: |

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| **Section 2: EMPLOYMENT HISTORY CONTINUED:** |

Outline previous full-time / part-time employment history for the past 10 Years:

Start with the most recent and work backwards (do not include present position)

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| --- | --- | --- | --- |
| **Start & End Date** (Month & Year) | **Name and Address of employer**  | **Position held,** **Salary,****Main duties**  | **Reason****For Leaving** |
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| **SECTION 3: GENERAL DETAILS**  |
| 1. **Are you related to any employee or Board member of PlayBoard?**
 | **YES/NO** |
| **If YES, please state who and the relationship:** |
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| **If Offered a position, we will seek references to cover a minimum of 3 years. If your current referees do not cover three years, we will approach past employers to cover at least this period.** |
| 1. **Referees**
 |
| **1. Present/Most recent Employer** Preferably your Line Manager (not a relative or personal friend) | **2. Another work related, character referee** (not a relative or personal friend) |
| **Name:**   |  |
| **Position:**  |  |
| **Address:**  |  |
| **In what capacity do you know them:**  |  |
| **Email:**   |  |
| **Telephone No:**  |  |

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| **We will not contact your referees prior to an offer being made.** |

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| **SECTION 4: ESSENTIAL**  |
| The requirements for the post (details of which are on the Person Specification) are listed in this section. Please demonstrate clearly how and to what extent you meet each requirement in the correct section. It is the candidate’s responsibility to clearly demonstrate in the correct section how you meet the criteria to be shortlisted for interview.It is essential that when a question asks for dates, examples or both, that you include these, as part of the selection will be your ability to take instructions and implement them in the form of your ability to answer the question as requested.**Do not continue on additional pages** **or include any supplementary material** – these will not be copied to the Selection Panel and therefore their content will not be considered. |

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| **Academic Qualifications** |
| 1. **Demonstrate that you have 3 GCSE’s/O’Levels or equivalent which includes English and Maths**

*Please provide specific details of how you meet these criteria in no more than 150 words*. |

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| **Experience/Knowledge** |
| 1. **Demonstrate by providing dates, organisations & duties that you have 3 years’ recent relevant experience of providing administration support within an office environment.**

Please provide specific details of how you meet this criteria in no more than 300 words. |
| 1. **Provide examples that demonstrate you have Experience of developing and maintaining records and filing systems.**

Please provide specific details of how you meet this criteria in no more than 300 words. |

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| 1. **Provide examples for each area below, that demonstrate your experience of using the following within your working environment;**

• MS Word to create and report information• PowerPoint to report and present information• Outlook for emails – diary planning• MS Excel to record and analysePlease provide specific details of how you meet this criteria in no more than 500 words. |

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| 1. **Provide examples that demonstrate your experience in writing reports and minutes of meetings.**

Please provide specific details of how you meet this criteria in no more than 400 words. |

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| **Demonstrate by giving examples from your current & past work on how you meet the following competencies** |
| 1. **Provide examples that demonstrate that you are a strong communicator, with the ability to clear positive communication effectively at all levels**

Please provide specific details of how you meet this criteria in no more than 400 words. |

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| 1. **Provide examples that show how you have the capacity to work with others as a member of a team to meet agreed objectives.**

Please provide specific details of how you meet this criteria in no more than 400 words. |
| 1. **Provide examples that demonstrated your skills in organising any or all of the following; training course, workshop, seminar, webinars or events.**

Please provide specific details of how you meet this criteria in no more than 500 words. |

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| 1. **Flexible in working arrangements and adaptable to new sometimes unstructured working environments** e.g. early morning, late evening, weekend work **if required**

Please provide specific details of how you meet this criteria in no more than 200 words. |



A project supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).

**You should satisfy yourself of your eligibility by reading the essential & desirable requirements of the post before the application is submitted.**

**A candidate found to have given false information or to have wilfully suppressed any material fact will be liable to disqualification or, if appointed, to dismissal.**

**I declare that the information on this questionnaire is correct and I have omitted nothing that to the best of my knowledge that might affect my application.**

**Submission**

**Please submit** a **Microsoft Word version** of your application

**You can either email** your completed MS Word application to **jimmy.gillen@playboard.co.uk** and if you are successful in being invited to attend interview, you will be asked to sign your application form

**Or you can sign your form and post it** to the address below

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The completed form must be returned not later than

**2pm, Tuesday 16th July 2024**



Administrator Recruitment

Jimmy Gillen

Director of Corporate Services & Finance

PlayBoard

7 Crescent Gardens

Belfast

BT7 1NS

**Please complete the equal opportunities monitoring form below.**

**EQUAL OPPORTUNITIES POLICY**

**STATEMENT OF INTENT**

1. It is the policy of PlayBoard to ensure that all employees are recruited, trained and promoted on the basis of ability, the requirements of the job, and similar objective and relevant criteria.
2. No applicant for employment or employee will be treated less favourably than another on grounds of race, gender, marital status, nationality, ethnic or national origin, colour, creed, disabilities, age (except where there are legal limitations in certain jobs) or sexual orientation.
3. It is the duty of all employees to accept their personal responsibility for the practical application of the policy, but PlayBoard acknowledges that specific responsibilities fall upon Management, Supervisors and individuals involved in recruitment and personnel management.
4. To safeguard individual rights under the policy, any employee who believes that PlayBoard has applied inequitable treatment to him or her within the scope of the policy should raise the matter through the appropriate grievance procedure.
5. To make the policy work requires much more than this formal statement. The policy will assist the creation of the right climate for success but it is for each employee to make his or her own contribution. The policy will, therefore be brought to the attention of every employee and job applicant and will be kept under regular review.

PlayBoard strives to be an Equal Opportunity Employer.

**Please complete the Equal Opportunities Monitoring form below**

**Equal Opportunities Monitoring**

**PRIVATE AND CONFIDENTIAL**

It is the policy of PlayBoard to ensure that all eligible persons have equal opportunity for employment and advancement on the basis of their ability, qualifications and aptitude for the work. PlayBoard selects those suitable for appointment solely on the basis of merit, without any regard whatsoever to an individual’s sex, religion, political opinion, disability or race. PlayBoard is monitoring its activities to ensure that its equal opportunity policy is effectively implemented and in order to comply with its legal obligations under the Fair Employment (Northern Ireland) Act 1989**.**

**National Insurance number**

Please enter your National Insurance Number below:

**Gender**

Please tick one box:

 Male

 Female

**Age**

Please give your date of birth:

Day Month Year

**Community Background**

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below:

 I have a Roman Catholic community background

 I have a Protestant community background

 I have neither a Protestant or Roman Catholic community background

**(If you do not answer the above questions we are encouraged to use the ‘residuary’ method which means we can make a determination on the basis of personal information on file.)**

**Disability**

The Disability and Discrimination Act (DDA) defines a disability as a “physical or mental impairment which has substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities”.

Do you consider yourself to have a disability (Please tick one box below)?

 Yes

 No

**Race**

Please tick one box to indicate your race:

 White Black African

 Black Caribbean Bangladeshi

 Chinese Black Other

 Pakistani Indian

Are you a member of a Mixed Ethnic Group?

 Yes

 No

Are you a member of the Irish Travelling Community?

 Yes

 No

If you are of other ethnic origin, please specify

**Language**

Is English your first language? (Please tick one box below):

 Yes

 No

**Sexual Orientation**

Please consider the statement below and tick one box:

My sexual orientation is towards someone:

 Of the same sex (this covers gay men and lesbians)

 Of a different sex (this covers heterosexual men and women)

 Of the same sex and of the opposite sex (this covers bisexual men and women)

**Marital status**

Please indicate your marital status by ticking one box below:

 Single, that is never married or in a civil partnership

 Married

 Separated, but still legally married

 Divorced

 Widowed

 In a civil partnership

 Separated, but still legally in a civil partnership

 Formerly in a civil partnership which is now legally dissolved

 Surviving partner from a civil partnership

**Dependants**

Do you have personal responsibility for the care of a child, or children, a person with a disability or a dependent older person?

 Yes

 No

Access to this information will be strictly controlled and will not be available to those considering your application for employment.

Monitoring will involve the use of statistical summaries of information in which the identities of individuals will not appear. The information will not be available for any purpose other than equal opportunities monitoring.