**APPLICATION FORM FOR YOUTH OFFICER**

This form must be received by email to [**emma.shaw@phoenixeducationcentreni.co.uk**](mailto:emma.shaw@phoenixeducationcentreni.co.uk) **no later** than Thursday 15th August at 5.00pm. Alternatively, this application can be sent in the post to **244 Woodstock Road, Belfast, Co. Antrim, BT6 9DL**

**GUIDANCE NOTES FOR COMPLETION OF APPLICATION FORMS:**

* Please refer to the Job Description and Person Specification, as candidates are only shortlisted for the next stage of the recruitment process based on information in the application form.
* Please ensure all questions are answered and that you fully complete the application form.
* Applications are to be submitted electronically or via the post.
* The Equal Opportunities Monitoring Form should also be completed and posted to FAO Equality Monitoring Director, 244 Woodstock Road, Belfast, BT6 9DL.
* Access requirements: please let us know about any reasonable adjustments you may require during the recruitment process, including the application stage.
* Applications received after the above time and date will not be considered.
* Phoenix Education Centre accepts no responsibility for checking or notifying candidates if forms are unreadable or incomplete for technical reasons.
* Please ensure that you always retain the original format of the application form.
* CVs must not be included and will not be considered.
* We will acknowledge receipt of your application form by email. If you have not received an acknowledgement, please ring the office on 02890 680421.
* The next stage of the recruitment process will be an interview. We will contact you by email to notify you if you have been shortlisted for an interview. We anticipate interviews will take place the week commencing Monday 26th August. Please ensure your availability for interview on this date prior to application, as it may not be possible to arrange an alternative date

*Phoenix Education Centre NI is an equal opportunities employer and welcomes applications from all suitably qualified persons. All appointments will be made on merit.*

**CONTACT INFORMATION:**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Over 18 (Yes/No) \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Personal Information**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Contact Number |  |

1. **Employment Details**

**Current Employer (if applicable)**

|  |  |
| --- | --- |
| Name of employer |  |
| Address of employer |  |
| Position: |  |
| Date started: |  |
| Salary: |  |
| Notice period: |  |

**Previous Employment**

|  |  |  |
| --- | --- | --- |
| **From:** | **To:** | **Position held:** |
| **Name and address of employer:** | | |
| **Reason for leaving:** | | |

|  |  |  |
| --- | --- | --- |
| **From:** | **To:** | **Position held:** |
| **Name and address of employer:** | | |
| **Reason for leaving:** | | |

|  |  |  |
| --- | --- | --- |
| **From:** | **To:** | **Position held:** |
| **Name and address of employer:** | | |
| **Reason for leaving:** | | |

*\*Continue on a separate page if necessary*

1. **Interest and Reason for Applying**

We would love to know why you are interested in joining the Phoenix Education Centre as a Youth Officer. (max 200 words)

|  |
| --- |
|  |

1. **Applicants must answer each of the following questions below, providing personal and specific examples.**

|  |
| --- |
| **(a)** Describe a specific instance where you have demonstrated strong leadership and supervisory skills in a youth development or project management context. Highlight how you motivated and coached team members to achieve project goals. (max 800 words) |

|  |
| --- |
| **(b)** Demonstrate, using personal and specific examples, your ability to work as part of a team to maintain excellent working relationships. Highlight any strategies or approaches you used to foster collaboration and resolve conflicts within the team. (max 800 words) |

|  |
| --- |
| (c)Demonstrate, using personal and specific examples, your experience of being involved in the delivery of an event or activity in a professional or personal capacity. Describe your role, the planning process, and the outcome of the event or activity. (max 800 words) |

1. **Criminal Offences**

Please give details of any convictions for criminal offences not regarded as "spent" under the Rehabilitation of Offenders (NI) Order 1978. (Include nature of offence and sentence):

*\*N.B All successful applicants will be required to undergo an Access NI check prior to beginning their post.*

|  |
| --- |
|  |

1. **References**

Please give the names, addresses and occupations of two people not related to you, to whom character references may be sent. One of your referees may be your current or previous employer (if applicable) and both should be able to comment on your ability to carry out the tasks of the role. *Please note references will not be contacted unless you have been offered the role.*

1. **Current or Previous Employer (if relevant):**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Other Employer or nominated character reference:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organisation Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **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 on this application.

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

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