# Job Application Form

**Part I**

If you require this application form in another format, for example, in large print, please contact us by email at recruitment@rainbow-project.org

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| For office use only |

Post: **Administrative Assistant**

**Please complete this form in type or write clearly in black ink**

To help ensure equal opportunities, Part 1 of this application will be separated from your application when we receive it. These pages will not be seen by the panel which assesses applicants’ knowledge, skills and experience.

**Personal Details**

Name:
Address:

Preferred pronouns:

Phone Number:

E-mail Address:

**Declaration**

Please complete this declaration **after** completing the rest of the form

I declare to the best of my knowledge that the information on this form is correct. I understand that if I knowingly give false information my application may be disqualified, an offer of employment may be withdrawn or my employment may be terminated.

Signature: Date:

**Disabled Applicants**

Disabled applicants who meet the requirements of the person specification will be guaranteed an interview. The Rainbow Project uses the definition of disability given in the Disability Discrimination Act 1995.

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| --- | --- | --- | --- |
| Yes |  | No |  |

Are you disabled, as defined in the Disability Discrimination Act 1995?

**Ensuring equal access to the interview process**

The Rainbow Project is committed to ensuring that disabled people are able to compete at interview on equal terms. We will make any reasonable adjustment necessary to the interview process to make this possible. This could involve providing equipment or personal assistance at the interview. It could also involve taking account of factors which may affect your performance at interview and adjusting the interview process to ensure that you are not disadvantaged.

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| Yes |  | No |  |

Do you need any special provisions or facilities at an interview?

If yes, please give details in the box below:

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**Criminal Convictions**

In line with safeguarding practice, the Rainbow Project undertakes criminal record checks through the AccessNI scheme. If offered this post a basic AccessNI check will be required prior to commencement of employment.

Information obtained on Access NI Certification will not be used unfairly and materials stating there is a criminal record will not necessarily be a bar to employment.

The Rainbow Project recognises the inequality of LGBTQIA+ people before the law. Each situation will be assessed on its individual merits, according to the circumstances of the conviction and the role applied for. We invite applicants with concerns to initiate an open and honest conversation with us beforehand.

Please provide evidence of any unspent criminal convictions (if you do not have any then please write “None”)

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**References**

Please provide details of two people who will provide you with a reference, one should be your current or most recent employer. Please do not include anyone who is related to you. We will only approach your references if we offer you the post.

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| --- | --- | --- |
|  | **Reference 1** | **Reference 2** |
| Name: |  |  |
| Job Title: |  |  |
| Phone Number: |  |  |
| Email: |  |  |
| How they know you: |  |  |

Please submit your completed application form by e-mail to recruitment@rainbow-project.org or by post to Recruitment, The Rainbow Project, Belfast LGBT Centre, 23-31 Waring Street, Belfast, BT1 2DX before 10am on Monday 9th September 2024.

Please also complete the diversity monitoring form by e-mail to diversity@rainbow-project.org or by post to Diversity, The Rainbow Project, Belfast LGBT Centre, 23-31 Waring Street, Belfast, BT1 2DX before

10am on Monday 9th September 2024.

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**Part II**

**Educational Details**

Please include all qualifications gained.

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| --- | --- | --- | --- |
| **Subject** | **Level** | **Grade** | **Year** |
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**Relevant Training Completed**

Please provide details.

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| **Subject** | **Training provider** | **Length of training** | **Year** |
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**Employment History**

Please start with current or last employer.

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| --- | --- | --- | --- |
| **Name of employer** | **Job title** | **Brief description of duties** | **Dates from/to** |
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**Volunteering History**

Please provide details of any volunteering you have been involved in.

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| --- | --- | --- |
| **name of organisation** | **brief description of duties** | **dates from/to** |
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**Essential Criteria**

Please use this space to provide evidence that you meet the essential criteria listed in the Person Specification. Provide an example for each of the criteria stated.

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| 1. Strong interpersonal skills, including the ability and flexibility to
* work cooperatively and collaboratively
* build relationships and work effectively with a wide range of stakeholders and colleagues.
1. Excellent communication skills, including verbal and written.
2. Strong organisational skills.
3. Excellent attention to detail.
4. An ability to work on your own initiative and organise and develop concurrent work within an agreed timeframe.
5. Excellent customer service skills.
6. Good time management and the ability to multitask.
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**Desirable Criteria**

Please use this space to provide any evidence of meeting the desirable criteria listed in the Person Specification.

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| --- |
| 1. Knowledge and experience of ICT and software, including, MS Word, emails, MS excel.
2. Previous experience working within the charity sector, particularly with an LGBTQIA+ organisation.
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