

**Application Form**

Hands That Talk is a Deaf led NI charity dedicated to social inclusion and equal opportunities for Deaf In Northern Ireland.

**Guidance Notes for completing your application form**

1. Please complete all sections of this application form.
2. The short-listing process will be based solely on an assessment of the strength and quality of the evidence provided in your application form. It is essential therefore that you provide sufficient detail to demonstrate how and to what extent you meet the requirements.
3. Please do not change or remove any of the sections of this form.
4. If you need to add any supplementary information, please keep this to a maximum of 300 additional words marked on a separate piece of paper. Any inclusions over 300 words will not be considered.
5. We reserve the right to apply additional criteria, if necessary, as part of the short-listing process.
6. If you require an alternative form of application, please contact to info@handsthattalk.co.uk

**Closing date: 5.00pm, 6th January 2025.**

Please return your completed application form to info@handsthattalk.co.uk

Completing this application and returning it electronically will be accepted as a signed application.

If you have any queries regarding your application, please contact Ann on 07912210803

We look forward to hearing from you!

**Position applied for:** Information Officer

**Personal details:**

|  |  |
| --- | --- |
| Title  |   |
| Name   |   |
| Address  |     |
| Postcode   |   |
| Contact number  |   |
| Email address  |   |

Are you a volunteer or have you volunteered with Hands That Talk in the past?

Yes / No

**Education and training**

|  |  |  |
| --- | --- | --- |
| **Place of study** | **Qualification/s awarded** | **Date of award** |
|  |  |  |
|  |  |  |
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**Further/higher education qualifications e.g., NVQ’s, BTEC, HND, Degree or equivalent**

|  |  |  |
| --- | --- | --- |
| **Place of study** | **Qualification/s awarded** | **Date of award** |
|  |  |  |
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**Work related training.**

Please give details of any relevant training courses you have been on, particularly those in the last five years

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| --- | --- | --- |
| **Organising body** | **Course title/subject** | **Date** |
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 **Membership of Professional Bodies**

|  |  |  |
| --- | --- | --- |
| **Name of Professional Body** | **Class/grade (if applicable)** | **Date (from start to end)** |
|  |  |  |
|  |  |  |
|  |  |  |

**Work history**

Please do not go back more than 10 years unless you have experience from that time that is relevant to this role. Please provide as much information as possible, starting with your current or most recent job. (You may use additional sheets if necessary)

**Current/most recent employment**

|  |
| --- |
| Job Title:   |
| Date commenced:   | Date left or notice required:   |
| Current or most recent salary and benefits:    |
| Name of employer:    |
| Address of employer:   |
| Main Responsibilities:              |
| Reason for wanting to leave / leaving:     |

**Please give details of your employment history in reverse chronological order for up to 10 years only. Indicate any career breaks and the reasons for them and state other full-time commitments.**

|  |  |  |  |
| --- | --- | --- | --- |
|  Employer’s name and address  | Job title and salary  | Dates: from - to  | Reason for leaving  |
|                                                |   |   |   |

**Statement addressing essential criteria.**

Please demonstrate using examples how you meet the essential, and where applicable, desirable criteria detailed in the job description.

**Essential Criteria:**

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| --- |
| **1 Demonstrable experience in working with and scheduling various professionals to give talks at events.** |
| **Applicant Response:** |

|  |
| --- |
| **2. A Sign Language qualification to at least level 2** |
| **Applicant Response:** |

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| --- |
| **3. A strong understanding of the Deaf Community and their information needs.** |
| **Applicant Response:** |

|  |
| --- |
| **4 Proven ability to build strong relationships with members of the Deaf Community** |
| **Applicant Response:** |

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| --- |
| **5 Reliability, honesty, discretion, confidentiality** |
| **Applicant Response:** |

|  |
| --- |
| **6 Flexibility, enthusiasm, and commitment to the aims of Hands That Talk.** |
| **Applicant Response:** |

**Other requirements (Essential)**

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| --- |
| **1 A full driving licence and regular access to the use of a car for job role.** |
| **Applicant Response:** |

**Additional information**

**References**

Please give the name and address of two referees.  Please include your current or last employer.  Your referee should ideally be your line manager or an individual in a higher-level position who can comment on your performance.

*NB: references will only be contacted with your prior agreement.*

|  |  |
| --- | --- |
| Name:  |   |
| Relationship:  |   |
| Company:  |   |
| Address:  |   |
| Tel:  |   |
| Email:  |   |

**Referee 1**

**Referee 2**

|  |  |
| --- | --- |
| Name:  |   |
| Relationship:  |   |
| Company:  |   |
| Address:  |   |
| Tel:  |   |
| Email:  |   |

**Interview requirements**

Please let us know if you have any specific requirements in order to attend an interview.

**Declaration and Consent**

If short listed for interview you will be required to disclose details that may be verified, if appropriate. Applicants are encouraged to disclose convictions and Hands That Talk will consider these on their merit as appropriate. All posts within Hands That Talk undergo an enhanced Access NI check.

I declare that the information I have given is complete and accurate.

|  |
| --- |
| Print name:   |
| Date:   |