

**Liberty Consortium**

**The Playtrail**

**15 Racecourse Road, Derry, BT48 7RE**

Liberty Consortium is committed to equality of employment opportunity and welcomes applications from all suitably qualified applicants regardless of religious belief, political opinion, racial group, gender, age, marital status, sexual orientation and whether or not they possess a disability or have or do not have dependants. In accordance with its Equal Opportunities Policy it particularly welcomes applicants from the Protestant community – all applicants will be considered on merit.

**JOB APPLICATION FORM**

For the post of: **Store Manager - Thrift**

**Please note CV’s must NOT be included as part of your application and if submitted will NOT be considered. It is therefore important that this form is completed with sufficient information to demonstrate how and to what extent you meet the job requirements. Liberty Consortium reserves the right to shortlist only those applicants who appear from the information supplied in the application form to be most suitable in terms of experience, qualifications and the other requirements of the post. Only those short listed will be progressed to the next stage of the recruitment process.**

**PLEASE TYPE OR PRINT IN BLACK INK**

|  |  |
| --- | --- |
| Surname: | Forenames: |
| Address: | |
| Post Code: | |
| Tel No. (Home): | Tel No. (Work): |
| E-mail: | National Insurance No: |
| **DISABILITY**  Under the Disability Discrimination (N.I.) Act 1995 a disabled person is defined as a person with:  “*A physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out a normal days activities”*  Having read this definition, do you consider yourself to have a disability? Yes No  If yes, please advise if you will require any special arrangements if selected for interview: -………………………………………………………………………………………………………………………………….…  **Note: Advice and support may be provided by your local Disablement Employment Advisor. Please contact your local Job Centre for further information***.* | |

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| If you are related to any member or employee of Liberty Consortium, please give details:- |
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**EDUCATION AND TRAINING**

Candidates should complete their application form fully. It is important that qualifications are **clearly** listed showing year of qualification, grade obtained etc. and any other relevant details.

You need **ONLY** state essential qualifications as outlined in the personnel specification.

If you do not possess the specified qualifications, you should clearly indicate those qualifications which you are claiming are equivalent and on what basis they are equivalent to those specified. Remember, **your application will be short listed solely on the basis of information provided by you on the application form**. Members of the selection panel are not permitted to make assumptions about you or take account of any personal knowledge they may have about your qualifications/experience. You should ensure that the application form is completed fully and concisely.

**SECONDARY EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Subject (and level) | Grade Result | Year Awarded |
|  |  |  |  |

**FURTHER EDUCATION (Full-time and Part-time)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Educational  Establishment | Qualification  Awarded | Subjects/  Units | Grade/  Result | Year  Awarded | Exams to be taken and date |
|  |  |  |  |  |  |

**PROFESSIONAL QUALIFICATIONS**

|  |  |
| --- | --- |
| Title of Qualification | Date Awarded |
|  |  |

**OTHER TRAINING/COURSES**

Please provide details of any other relevant courses/training not identified above:-

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**Note: Should you be successful you will be required to produce official original proof of any qualifications/memberships/training which you rely on to support your application.**

**EMPLOYMENT HISTORY**

It is important that you give clear details of your previous work experience, highlighting areas that you believe may be relevant to the post. Please provide full details of your previous work experience **within the last three years.**

**PRESENT EMPLOYMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name & Address of Employer | Date of Starting | Position held and outline duties | Salary/Wages | Reason for Leaving |
|  |  |  |  |  |
| Please state the amount of notice required by your present employer: | | | | |

**PREVIOUS EMPLOYMENT**

Please give details of all previous positions held by you since leaving school including vacation, voluntary or part-time work. Start with the most recent positions first.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name & Address of Employer | Employment Dates | Position held and outline duties | Salary/Wage | Reason for leaving |
|  |  |  |  |  |

**Continue on an additional page, if necessary.**

**EXPERIENCE, SKILLS AND ABILITIES**

This application form will be used by a selection panel to decide whether or not to shortlist you to the next stage of the recruitment process. Having read the job description, please give details of your previous experience that you believe is relevant to this post together with any other information in support of your application. Remember, your application will be short listed solely on the basis of information provided by you **on the application form**. (Details of any relevant skills, expertise and abilities gained through voluntary work or in the home may be included on this sheet).

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| --- |
| With reference to your personal experience, skills and abilities, please detail how you meet the **Essential Characteristics. (Please refer to job specification)**  **EXPERIENCE, SKILLS AND ABILITIES continued**.  **If necessary, please continue on separate sheet.** |

**PRE-EMPLOYMENT DISCLOSURE**

To ensure the safety of our clients/members an ACCESSNI check will have to be completed for the position you have applied for. Checks will only be carried out if you are considered to be the preferred candidate and being offered an appointment.

A criminal record will not necessarily be a bar to obtaining a position at Liberty Consortium. This is a requirement of appointment and you will not be offered a contract if you do not comply with this requirement. If a disclosure check is returned and reveals any information, this will be discussed with the applicant.

Any information received will be treated confidentially and we will talk to you about it before a final decision is reached. After the decision is made the information will be destroyed. Liberty Consortium is fully committed to carrying out the criminal records check in accordance with the AccessNI Code of Practice and a copy of the ACCESSNI Code of Practice is available online at [www.dojni.gov.uk/index/accessni/support/code-ofpractice.htm](http://www.dojni.gov.uk/index/accessni/support/code-ofpractice.htm) or on request by contacting Liberty Consortium’s Director either by telephone (028 7136 8173) or by email admin@playtrail.com

Included within this application form you must tell us if there is any reason that you cannot work in a regulated activity.

Yes

No

If Yes, Please give details

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| --- |
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| **Please provide contact details for 2 suitable referees – one character and one work related.**  **Name: Name:**  **Contact details: Contact Details:**  **Relationship: Relationship:** |

**INTERVIEW DATES**

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| --- |
| Interviews are scheduled to take place on TBC with notification via email / telephone (W/C 03/03/2025)  Please specify if this date is suitable for interview, if invited: -…  Please note that whilst Liberty Consortium endeavours to arrange interview dates suitable for all short listed candidates, this may not always be possible. |

**DECLARATION AND SIGNATURE**

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| --- |
| I certify that the information I have provided above is true, complete and accurate to the best of my knowledge and I understand that any false or misleading statements or the withholding of any relevant information may render this application null and void, may provide grounds for the withdrawal of any offer of appointment or if appointed, dismissal from the service of Liberty Consortium.  I give my consent for Liberty Consortium to contact my nominated referees as well as my present and previous employers and in the event of an appointment being offered, to carry out a criminal record check, if deemed necessary.  SIGNED: ………………………………..………………………………. DATE: ……………………..……..…...  NAME IN CAPITAL LETTERS ………………………………………………………………..………………………….. |

This form should be returned to:

**Mark Roberts, THRIFT, Northside Village Centre, Glengalliagh Road, Derry BT48 8NN.**

Closing date for receipt of completed application is: **12.00 noon on 28th Feb 2025**

**(**The job advert may end before the closing date if requested by the employer)

**(Hard copy & Emailed applications will be accepted).**

**Email completed applications to: mark@playtrail.com**