

**Engage with Age**

**Application Form**

Please complete in **black ink or type**. Please do not include a CV as short listing will be based on Application Forms only.

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| **Position applied for** | **CHIEF EXECUTIVE OFFICER**  **Full time 35 hours per week** |
| **Closing date** | **4pm Friday 28th March 2025** |

**Engage with Age is committed to treating job applicants fairly and consistently. We will act to ensure equality of opportunity during the recruitment and selection process.**

**Information for applicants**

Please complete all sections of the application form in full.

Applicants are not permitted to alter the format or content of the application form in any way.

Applicants must ensure that all information is provided within this form. CVs will not be accepted.

This application form should be used to highlight relevant and appropriate experience, in

accordance with the required competencies and essential & desirable criteria outlined in the

job description and person specification.

Please email, post or hand deliver the completed forms by **4pm Friday 28th March 2025.**

**Email** to [info@engagewithage.org.uk](mailto:eamon.quinn@engagewithage.org.uk) Please request a read receipt as proof of delivery.

**Post or hand deliver to**

Chief Executive Officer Application, Engage with Age, East Belfast Network Centre,

55 Templemore Avenue, Belfast, BT5 4FP.

Engage with Age does not accept liability for applications that are not delivered by the

application deadline.

1. **Personal**

|  |  |
| --- | --- |
| **First Name** |  |
| **Last Name** |  |
| **Home address** |  |
| **Email address** |  |
| **Mobile Number** |  |
| **National Insurance Number** |  |
| **Please advise if you need us to make any reasonable adjustments for interview. If applicable, please state what these may be.** | |
| **Driving licence**  Are you able to drive/ access transport as this role requires travel? |  |
| NB: The above driving licence criterion may be wavered if a disability prohibits driving. In this case you must have access to a form of transport which allows you to fulfil the requirements of the job in full. If appropriate, please indicate how you would meet this requirement. | |
| **Right to work in the UK**  Do you need a work permit to work in the UK?  As required under legislation, we will require you to present documentary evidence to confirm your right to work in the UK, *e.g. your Passport or other official documentation confirming your National Insurance Number and your Full Birth Certificate or any other eligible documentation.* |  |

1. **Applicant education/ qualifications.**

Please use this section to provide details of your education history, any qualifications attained, membership of any relevant professional bodies, and any additional training which you feel is relevant to support your application. Please note that proof of qualifications and/or membership of professional bodies may need to be produced.

**Relevant third level education and above (if applicable)**

|  |  |  |
| --- | --- | --- |
| Degree/Diploma/Certificate | Result | Date Obtained |
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**Other training and/ or relevant membership of professional bodies** (and courses attended)

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| **Details (please state dates for training and memberships)** |
| # |

1. **Present or most recent employment**

|  |  |
| --- | --- |
| **Employer’s name and address** | |
| **Job title** | **Dates of employment in this role, from/ to** |
| **Salary and benefits** | **Notice period** |
| **Reason for leaving** | |
| **Please give details of your present or most recent job responsibilities** | |

**4. Previous employment / voluntary work – in date order, most recent first.**

Please give details of all posts held, even if different posts with your present/ most recent employer, and continue on a separate sheet if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Employer** | |  | | |
| **Employment Date** | **From** |  | **To** |  |
| **Address of Employer** | |  | | |
| **Position / Job Title** | |  | | |
| **Salary and Benefits on leaving post** | |  | | |
| **Reason for Leaving** | |  | | |
| **Key Duties and Responsibilities** | | | | |

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| --- | --- | --- | --- | --- |
| **Name of Employer** | |  | | |
| **Employment Date** | **From** |  | **To** |  |
| **Address of Employer** | |  | | |
| **Position / Job Title** | |  | | |
| **Salary and Benefits on leaving post** | |  | | |
| **Reason for Leaving** | |  | | |
| **Key Duties and Responsibilities** | | | | |

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| --- | --- | --- | --- | --- |
| **Name of Employer** | |  | | |
| **Employment Date** | **From** |  | **To** |  |
| **Address of Employer** | | **Postcode** | | |
| **Position / Job Title** | |  | | |
| **Salary and Benefits on leaving post** | |  | | |
| **Reason for Leaving** | |  | | |
| **Key Duties and Responsibilities** | | | | |
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| --- | --- | --- | --- | --- |
| **Name of Employer** | |  | | |
| **Employment Date** | **From** |  | **To** |  |
| **Address of Employer** | | **Postcode** | | |
| **Position / Job Title** | |  | | |
| **Salary and Benefits on leaving post** | |  | | |
| **Reason for Leaving** | |  | | |
| **Key Duties and Responsibilities** | | | | |
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| **Please give details of any gaps in employment** |

**5. Experience and relevant skills**

Please demonstrate, through examples, evidence of the following criteria as found on the **Personnel Specification.** Please continue on a separate sheet if necessary and attach it to the Application Form

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| **Essential Criteria - Experience**   1. **A minimum of 2 years’ experience in a Senior Management position that includes managing a team of people and project management.** 2. **2 years’ experience of budget management including preparing and effectively managing a budget and financial forecasts, and accountability for overseeing financial reporting and performance.** 3. **Experience of strategic and operational planning.** 4. **Please highlight how you meet the remaining essential criteria.** |

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| **Desirable Criteria**   1. **Please highlight how you meet the desirable criteria for this position.** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Essential Criteria: Requirements**   |  |  |  | | --- | --- | --- | | **Please tick** | **Yes** | **No** | | **Ability to travel throughout Belfast and occasional travel to other parts of Northern Ireland** |  |  | | **Ability, on occasions, to work outside office hours** |  |  | |

**6. Other information**

**Disability Discrimination Act**

**A person has a disability if he or she has “a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.” *(Disability Discrimination Act 1995)***

**Do you, in accordance with the above, have a disability?**

**Yes**

**No**

**Do you require any reasonable adjustments to be made to support and assist you if called for interview? If yes please specify in the box below.**

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**7. Access NI and other checks**

**Please be advised that Engage with Age adheres to the Access NI Code of Practice and has a policy on recruitment of ex-offenders and handling, use, retention and disposal of disclosure information. Copies of these documents are available upon request from the Operations Manager.**

**Any offer of employment made is conditional on a satisfactory personal declaration/ disclosure and appropriate Access NI and background checks. Any wilful misstatement may lead to disqualification or, if appointed, dismissal.**

**8. Referees**

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| Please state the names and addresses of two referees of whom confidential enquiries will be made as to your skills, experience and work performance. Both should be familiar with your work, and at least one should be your present or most recent employer. Neither referee should be a relative or a friend. | |
|  | **Referee 1** |
| **Name** |  |
| **Relationship to you** |  |
| **Position held** |  |
| **Company Name and Address *(including postcode)*** |  |
| **Telephone No** |  |
| **Email Address** |  |

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|  | **Referee 2** |
| **Name** |  |
| **Relationship to you** |  |
| **Position held** |  |
| **Company Name and Address *(including postcode)*** |  |
| **Telephone No** |  |
| **Email Address** |  |

**9. Declaration**

I certify that the information is correct. I understand that any false or misleading information may result in no further action being taken in respect of progressing this application, or if appointed, dismissal from the service of Engage with Age. I understand that any job offer made, and any subsequent employment with Engage with Age, may be withdrawn in the event of unsatisfactory references and/or Access NI background checks.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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application deadline.

Engage with Age will hold personal data enclosed in this application in accordance with data protection regulations.

**10. Further Information**

For further information on Engage with Age visit:

<https://engagewithage.org.uk/>

<https://www.facebook.com/EngageWithAgeBelfast>

<https://twitter.com/Engage_With_Age>

Telephone 028 9073 5696

Email [info@engagewithage.org.uk](mailto:info@engagewithage.org.uk)