



For Office Use Only

The Ely Centre APPLICATION FORM

This application form will only be considered if it is completed in full.

IN CONFIDENCE

POSITION APPLIED FOR: Development Officer

LOCATION: Portadown

CLOSING DATE: 04 April 2025

Please complete all sections of this application form using black ink or typescript

PERSONAL DETAILS

Title: _____ **First Name:** _____ **Surname:** _____

Address: _____

_____ **Post Code:** _____

Telephone No (day): _____ **Mob:** _____

Email address: _____

Are you registered disabled? Yes No

Date of Birth: ____/____/____

EDUCATION DETAILS

Degrees or Diplomas with dates and institutions attended:

PROFESSIONAL QUALIFICATIONS

Name of professional body or bodies	By Examination Date & Result	By Election

Other Training Courses Attended:

CURRENT EMPLOYMENT (continue on a separate sheet if necessary)

Name & Address of present employer (or last employer)

Position: _____ **Dates Employed:** _____

Duties of Post

PREVIOUS WORK EXPERIENCE

Please list, starting with the most recent, all relevant positions you have held, with a brief description of duties and relevant dates.

VOLUNTARY SERVICE OR COMMUNITY WORK

Please give details of any voluntary work or community work that you have undertaken on an unpaid voluntary basis.

EXPERIENCE RELEVANT TO THIS POST

**Using the Person Specification, how do your skills and abilities relate to this post ? You must demonstrate how you adequately meet each criteria.
(Please continue on a separate sheet if required)**

Essential :

Desirable :

Please briefly express (500 Words Max) your value base and how this connects with working with victims experiencing trauma, distress and despair as a result of the 'Troubles'.

References

Please name two people neither of whom is an immediate relative, whom we can contact for a character and/or a job reference: at least one should be a current or previous employer.

Name	Contact Address	Telephone No & Email
		Home: Mobile: Email:

Name	Contact Address	Telephone No & Email
		Home: Mob; Email.

(Please note Referees will only be contacted if an offer of appointment is made)

Criminal Offences

Under the Rehabilitation of Offenders (Exceptions) Order Northern Ireland, 1979, some posts are included in the list of excepted employments. As such, any criminal conviction may never be regarded as spent and must be disclosed when applying for a post.

It is therefore necessary to ask these questions:

1. Have you ever been convicted of a criminal offence (other than a 'spent** Conviction under the Rehabilitation of Offenders Act 1974)?
(For details refer to Citizen's Advice Bureau). Yes / No

2. Are you the subject of any current or pending investigations?
Yes / No

If Yes-details (including type of offence, date, sentence, fine etc) are required from you and should be included in a separate envelope which will be opened only if you are considered for the appointment and will be subsequently returned to you. Such information will be completely confidential.

Are you eligible to work in the UK ? Yes <input type="checkbox"/> No <input type="checkbox"/>
You will be required to provide documentation to support this claim (Under Section 8 of the Asylum and Immigration Act 1996) if offered the post

Carrying out any paid or voluntary work for the Ely Centre may involve access to young people therefore it is our policy to carry out an Access NI Checks. Access Ni checks will only be carried out in the event that you are successful at interview and the information only used for the purpose of making a recruitment decision after which it is destroyed in accordance with ACCESS NI guidelines

Declaration:

I declare that the information, which I have given above, is correct.

Signed: -----

Date: -----/-----/2025

- Please return completed form along with monitoring form to:
- **The Ely Centre, 7 Fairgreen Road, Markethill, Co Armagh, BT60 1PW**
 - **Or emailed to lee@elycentre.co.uk**
- before 04 April 2025 at 1pm

