

**APPLICATION FOR EMPLOYMENT**

**JOB TITLE: Project Officer**

**CLOSING DATE: Monday 24th March at 5pm**

**Return by email to: roisin@nwcn.org**

**PERSONAL DETAILS**

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Title (Mr, Mrs, Miss, Ms, Dr):

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Forename(s):

Surname:

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Address:

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Postcode:

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Telephone:

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Email:

**Please note that all correspondence to you in relation to this vacancy will be sent to the email address provided above.**

(Please √ appropriate box)

Do you require a permit to work in the UK?

Yes

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 No

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Do you hold a current full driving licence valid in the UK? (Desirable)

Yes

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 No

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If required, do you have access to a car, or if disabled access to a form of transport, which will enable you to fulfil the duties of the post?

 Yes

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 No

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Do you suffer from any serious illness or disability? Yes

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No

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If yes, please give details:

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Are there any reasonable adjustments that you require under DDA for attending an interview and or taking up this post?

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**QUALIFICATIONS**

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| Level- Degree/Diploma/Certificate etc. studies | Dates -From - To | Subject | Qualification Obtained | Year Obtained |
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**EMPLOYMENT HISTORY – PRESENT OR MOST RECENT POST FIRST**

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Job Title:

Summary of

Main Duties:

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Employment

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| --- | --- |
| From: | To: |

Dates:

Employer Name/

Address:

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Reason for Leaving:

**EMPLOYMENT HISTORY – PRESENT OR MOST RECENT POST**

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Job Title:

Summary of

Main Duties:

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| From: | To: |

Employment

Dates:

Employer Name/

Address:

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Reason for

Leaving:

**EMPLOYMENT HISTORY - ctd**

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Job Title:

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Summary of

Main Duties:

Employment

Dates:

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| From: | To: |

Employer Name/

Address:

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Reason for

Leaving:

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**EMPLOYMENT HISTORY - ctd**

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Job Title:

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Summary of

Main Duties:

Employment

Dates:

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| From: | To: |

Employer Name/

Address:

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Reason for

Leaving:

**RELEVANT TRAINING**

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| Relevant Training Courses/Awards  | Date |
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**ESSENTIAL CRITERIA**

This information will be used by a selection panel to decide whether, or not you will be short listed for an interview. Please state how you satisfy each of the essential criteria.

**(1)** Relevant third level qualification and at least two years paid experience of working in the community sector

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**(2)** Proven capability in project coordination, managing budgets, evaluation, delivering against agreed targets and reporting to funders and stakeholders

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**(3)** Demonstrable ability to work, both independently and as part of a team with high level organisational skills to successfully prioritise work without compromising quality

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**(4)** Previous experience in event management, please outline below

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**(5)** Demonstrate skills and abilities to develop and facilitate a culture of partnership with a range of diverse groups

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**(6)** Experience and competence with IT including e.g. Zooms and Teams, please outline below

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**DESIRABLE CRITERIA**

This information may be used by a selection panel to decide whether or not you will be short listed for an interview. Please state how you satisfy each of the desirable criteria.

1. Previous experience of working with BAME communities, please outline below

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1. Awareness of issues and barriers facing BAME communities, please outline below

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**CRIMINAL CONVICTIONS**

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| Disclosure of a conviction does not necessarily debar any applicant from obtaining employment. Under The 1979 Rehabilitation Offenders (Exemption) Order (as amended) no convictions can be regarded as spent and must be disclosed. S**uccessful applicants will undergo an AccessNI Check before any appointment is confirmed.** Do you have any convictions, cautions or bind-over orders in relation to any offence(s)? Yes

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 No

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If yes, please provide full details of the offence(s): |

**REFEREES**

Please nominate two referees (not relatives) at least one of whom should have knowledge of your present or most recent work in a supervisory/managerial capacity.

Name:

Occupation:

Address:

Postcode:

Telephone:

Email:

Capacity in which this person knows you:

Name:

Occupation:

Address:

Postcode:

Telephone:

Email:

Capacity in which this person knows you:

**PERSONAL DECLARATION**

Please read this carefully before signing this application.

1. I declare that all the foregoing statements are true, complete and accurate.

2. I understand that if I give wrong information or leave out important information I could be dismissed if I take up this job.

3. I understand that to take up this job I must have satisfactory references.

4. I understand that I will be asked to provide formal identification and evidence of qualifications relied on.

5. I confirm that as far as I know there are no medical reasons which would prevent me from carrying out the duties of this post.

6. Within the context of the General Data Protection Regulations, I consent to my personal data being used for recruitment and selection purposes and being retained during employment if I am successful.

**Electronically Signed: Date:**

Return with the Equal Opportunities Monitoring Form by email to: **roisin@nwcn.org**