**Completed Application Forms must be returned to McDonald Centre by closing date**

**McDonald Centre**

**St Vincent Street**

**BelfastBT15 3QG**

admin@mcdonaldcentre.org

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| **Job Reference** | 2025/01 |
| **Job Title** | Project Delivery Worker |
| **Location** | McDonald Centre, Belfast |
| **Closing Date** | 11:59pm on Sunday 18th May 2025 |

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| **Personal Details** | |
| Title |  |
| Surname |  |
| Forename(s) |  |
| Preferred Forename |  |
| Address Line 1 |  |
| Address Line 2 |  |
| Town |  |
| County |  |
| Postcode |  |
| **Contact Details** | |
| Email |  |
| Home Telephone |  |
| Mobile Telephone |  |

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| **Are you entitled to work in Northern Ireland?** (Yes/No) |  |
| If you answered Yes, do you require a valid work permit? (Yes/No) |  |

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| **Are you a partner, spouse or relative of a member of McDonald Centre staff or Board member?** (Yes/No) |  |
| If you answered Yes, please provide following details: |  |
| Name |  |
| Relationship to you |  |

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| **Do you have a disability and require adjustments to be made for attendance at interview?** (Yes/No) |  |
| If you answered Yes, please provide details of reasonable adjustments you require below: | |

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| **Education** | | | |
| Please list all relevant education qualifications obtained: | | | |
| **Qualification** | **Subject** | **Grade** | **Date obtained** |
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| **Further and Higher Education /Other Professional qualifications** | | | |
| Please list all relevant Further and Higher education/Other Professional qualifications obtained: | | | |
| **Institution Name/**  **Awarding Body** | **Title of Award/Qualification/ Field of Study** | **Grade/qualification obtained** | **Date obtained** |
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| **Employment History** |
| Please complete all sections below, starting with current or most recent employer  Please use a continuation sheet if necessary |

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| **Current /Most Recent Position** | | |
| **Employment Dates**  **(month and year)** | **Start** | **End** |
| **Employer name** |  | |
| **Employer Address** |  | |
| **Job Title** |  | |
| **Job Role and brief description main duties and responsibilities** |  | |
| **Notice Period** |  | |
| **Reason for leaving**  **if applicable** |  | |

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| **Previous Position** | | |
| **Employment Dates**  **(month and year)** | **Start** | **End (if applicable)** |
| **Employer name** |  | |
| **Employer Address** |  | |
| **Job Title** |  | |
| **Job Role and brief description main duties and responsibilities** |  | |
| **Reason for leaving** |  | |

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| **Previous Position** | | |
| **Employment Dates**  **(month and year)** | **Start** | **End (if applicable)** |
| **Employer name** |  | |
| **Employer Address** |  | |
| **Job Title** |  | |
| **Job Role and brief description main duties and responsibilities** |  | |
| **Reason for leaving** |  | |

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| **Previous Position** | | |
| **Employment Dates**  **(month and year)** | **Start** | **End (if applicable)** |
| **Employer name** |  | |
| **Employer Address** |  | |
| **Job Title** |  | |
| **Job Role and brief description main duties and responsibilities** |  | |
| **Reason for leaving** |  | |

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| **Eligibility Criteria**  Please complete this section by providing examples with dates, to clearly demonstrate how your experience, skills and knowledge meet each of the essential, and if appropriate, desirable criteria for this position. The McDonald Centre reserves the right to use both the essential and, if appropriate desirable criteria for shortlisting purposes. |

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| **Essential Criteria 1 Experience of community work or schools work, minimum 2years** |
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| **Essential Criteria 2 An awareness of the needs of children and young people and the issues they are facing** |
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| **Essential Criteria 3 Knowledge of the health and safety issues when working with children and young people** |
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| **Essential Criteria 4 Skills and Abilities – As detailed in the Person Specification** |
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| **Essential Criteria 5**  **Character and personal qualities – As detailed in the Person Specification** |
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| **Additional Information – Desirable Criteria**  **Experience of working with young people at risk of social exclusion.**  **Experience of delivering community youth work**  **Ability to develop effective relationships with external individuals, organisations and local community stakeholders**  **Ability to resolve conflict** |
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| **Declaration** | |
| I confirm to the best of my knowledge that the information provided on this application form is true and accurate. I accept that any false or misleading statements given may be sufficient cause for rejecting my application, withdrawing a job offer or if employed, may lead to my dismissal.   I declare that I have not canvassed in any way.  I understand that information will be retained for administration purposes in compliance with the Data Protection Act 2018 and that all information supplied on this application form will be kept strictly confidential and will only be used for the purpose of selection and administration.   While the McDonald Centre seek to maintain the confidentiality of all documents relating to recruitment, disclosure of documentation may be required under the provisions of Equality Legislation applicable to Northern Ireland I give my consent for a criminal record check to be carried out.  **Please indicate by signing and dating Declaration below that you have understood and agree to the above.** | |
| **I confirm my understanding and agreement to above** | |
| **Signature:** | **Date:** |