 A logo with a green ribbon

AI-generated content may be incorrect. 

**Confidential**

Tar Abhaile, 1 West End Park, Derry, BT48 9JF

Email: tarabhaile01@gmail.com

**Employment Application Form Application Number:** T24-133BUS PEACEPLUS Our Shared History

Please complete this application form in **black ink or** **typescript** and return it on or before the closing date stated. Late applications will not be accepted. Only information provided on this application form will be considered by the panel. CV’s will not be accepted.

|  |  |  |  |
| --- | --- | --- | --- |
| **Post applied for:** | Project Coordinator (Fixed Term Contract) |  |  |
| **Hours:** | 37.5 hours per week | | |
| **Closing Date and Time:** | 11th April 2025 at 12 noon | | |

**Personal Details:**

|  |  |
| --- | --- |
| **Surname:** | Telephone Number (Home): |
|  |  |
| **Forename(s):** | Telephone Number (Mobile): |
|  |  |
| **Title:** | Email Address: |
|  |  |
| **Address:** | Postcode: |
| **NI Number:** |  |
|  |  |

**Relevant Qualifications and/or Professional Membership**

Original proof of qualifications will be requested if recommended for appointment

(Please continue a separate sheet of necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination level**  **(For example, GCSE/’A’ Level/Degree/NVQ** | **Subject(s)** | **Grade** | **Date Gained** |
| |  | | --- | |  | |  | |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Professional Qualifications** | **Registration Body/Number** |  | **Date Gained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Employment History**

Please give details of jobs that you have held, starting with your present or most recent employer and work backwards, in chronological order. Include in this section any breaks in employment history for example, caring responsibilities, travelling or returning to study, registered unemployment and temporary/voluntary employment. (Please continue on a separate sheet if required)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of Employer and Nature of Business** | **From** | **To** | **Job Title:** | **Final Salary and Reason for Leaving** |
| |  | | --- | |  | |  | |  |  |  |  |
| **Notice required if offered the position for which you have applied?** | | | | |

**Training**

|  |
| --- |
| **Details of relevant training courses attended, and awards achieved, including dates if appropriate** |
|  |

**Suitability for this position**

Please detail your suitability for this position under the relevant headings below, describing how your experience and knowledge relates to the job description and person specification.You must ensure that you provide sufficient information on the application form to enable the selection panel to assess your eligibility at shortlisting.

|  |
| --- |
| **Essential Criteria** |
| 1. **Please tell the panel about your 3rd Level education or equivalent or 3 years’ experience of work in this field.** |
| 1. **Please detail your extensive experience in guiding walking tours and coach tours.** |
| 1. **Do you have a qualification in Level 2 OCNNI Political Tour Guiding?** |
| 1. **Have you obtained the certificate of Professional Development in OCNNI Assessment Training?** |
| 1. **Please demonstrate your good knowledge and awareness of health and safety, especially risk assessment.** |
| 1. **Please give details of your excellent knowledge of Irish History.** |
| 1. **Please detail that you have a working knowledge of word-processing, internet and e-mail as well as Microsoft packages including Word, PowerPoint and Excel.** |
| 1. **Please demonstrate that you have at least 3 years out of the last 5 years in Organisational and Project Development** |
| 1. **Please demonstrate to the panel that you have experience and knowledge of Financial Control/Budgeting.** |
| 1. **Please demonstrate to the panel that you have experience and knowledge of funding bodies and strategies.** |
| 1. **Please demonstrate your experience and knowledge of Monitoring & Evaluation procedures** |
| 1. **Please demonstrate that you have an understanding of and sensitivity to issues facing political ex-prisoners and their families.** |
| 1. **Please give evidence to the panel of your high-level communication skills, both oral and written** |
| 1. **Please give evidence to the panel of your ability to interact with all partner organisations** 2. **Please give evidence of relationship-building with PUL communities, especially Loyalist former prisoners.** |
| **Desirable Criteria** |
| 1. **Do you have a qualification in Community Development?** |
| 1. **Do you have Level 6 education or higher?** |
| 1. **Do you have experience of networking and Public Relations skills?** |
| 1. **Please detail your understanding of community needs.** |
| 1. **Please detail your experience of working within a team.** |
| I confirm that the information I have given is accurate and complete, as misleading or false statements will result in the withdrawal of the offer of employment, or if employed dismissal.  **Signed………………………………Date…………………** |
|  |
| **Data Protection Act:** |
| Under the Data Protection Act 1998, Tar Abhaile is required to notify applicants and prospective employees on how their personal data will be processed and used. This application form, excluding the equal opportunities monitoring form, will be retained by Tar Abhaile for a maximum period of 12 months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record. Some of the data you provide is Sensitive Personal Data under the Data Protection Act 1998; this information will be used to assist us with recruitment monitoring. It will be held separately from application forms and will be retained for a three-year period under obligations arising from the NI Equality Legislation, it will also be held electronically.  By signing this form, you are giving consent to Tar Abhaile to use this data in the way described above.  **Signed:** \_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **Personal Statement:** |
| |  |  | | --- | --- | |  |  | | Tar Abhaile is an Equal Opportunities Employer. The Group encourages applications from people with disabilities and will not preclude full consideration of your application as a result of your disability. In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities”.  Do you consider yourself to have, or have had a disability that is relevant to your job application? ( )  If you have answered yes, is there anything we should know about your disability or requirements to:   * Process your application fairly, * Make any specific arrangements for your interview, and * Make any necessary reasonable adjustments or adaptations or provide any aids to assist you in completing the duties of the post.   Provide details: | | |

|  |
| --- |
| **Referees** |
| Please give full details of two people (not relatives) that we can approach for references, one of which must be your current or most recent employer, if you have never been employed before, please list details of someone who would know you in a voluntary or academic capacity. Please ensure that your referees are aware of this application, and, also, if you are providing us with their email address, that you obtain your referee’s permission to do so. References must be satisfactory to Tar Abhaile. |

|  |  |
| --- | --- |
| **Reference** | |
| **Name:** | |  | | --- | |  | |  | |  | |
| **Occupation:** |  |
| **Full Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

|  |  |
| --- | --- |
| **Reference** | |
| **Name:** |  |
| **Occupation** |  |
| **Full Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

I give Tar Abhaile the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I have read and understood the requirements and particulars for the job, which have been supplied to me. I further understand that the job offer may be subject to the satisfactory outcome of references and/or a satisfactory Access NI Disclosure.

|  |
| --- |
| I confirm that the information I have given is accurate and complete, as misleading or false statements will result in the withdrawal of the offer of employment, or if employed dismissal.  **Signed…**.………**Date…………….** |