

Dear Applicant

**RE: Post of Athletics NI Events & Membership Officer**

To help you with your application, you should read the following before completing your form.

We do not accept Curricula Vitae (CV’s). Therefore, it is important that you fully complete each section of our application form, giving the information requested.

Late applications will not be accepted even if delayed due to technical reasons.

It is the responsibility of each candidate to ensure that all such information is provided. Candidates who fail to provide sufficient information on which a panel might determine their eligibility for the post will not be shortlisted.

We have an equal opportunity policy and endeavour to ensure that selection for jobs, training and promotion is carried out fairly and based on job related criteria. In order for us to properly assess your application, it is important that you complete the form as fully as possible, demonstrating how your skills/experience relate to those described in the advert and Person Specification. The panel may enhance the criteria in order to facilitate short-listing of the post. The panel will shortlist only on the basis of the information provided on your application form.

We also need to monitor the effectiveness of our policy. I would therefore ask you to complete the enclosed monitoring form and return with your completed application form.

**The Equal Opportunities Monitoring form is regarded as part of your application and failure to complete and return it will result in disqualification.**

The **closing date** for receipt of application forms **is Friday 11th April 2025 at 12 noon** and applications received after this date will not be considered. Please forward all completed applications to HRAdmin@viablecs.org

If you have any disability which prevents you from completing the application process, please contact me to discuss what further assistance you require.

The successful candidate will be required to provide proof of essential qualifications and also provide documentary evidence of their eligibility to work in the United Kingdom. We are also committed to adhering to the Access NI Code of Practice in relation to requesting disclosure checks where appropriate and processing information in accordance with the code. We would like to thank you for the interest you have shown in this post, and we look forward to receiving your application.



**Application for Employment**

**Events & Membership Officer**

**PRIVATE AND CONFIDENTIAL**

 Application Ref No: EMO/ANI03/25/

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| **Position**  | **Events & Membership Officer, Athletics NI**  |
| **Location:** | Athletics NI, Old Coach Road, Belfast BT9 5PR |
| 1. **APPLICANT DETAILS**
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| **Surname:**  |  | **Forename(s):** |  |
| **Home Address:** |  |
| **Postcode:** |  | **Email:** |  |
| **Home Number:** |  | **Mobile Number:** |  |
| **National Insurance Number:** |  |
| **Reasonable Adjustments**Please provide details of any special arrangements/adjustments in relation to either communications or access requirements if invited to interview. |  |
| **Driving Licence** Are you able to drive / access to transport as role will require travel? |  |
| This 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 |  |
| **Evening and Weekend Availability**Are you willing and able to work evenings and weekends when necessary? |  |
| **How did you hear about this vacancy?** |  |

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| 1. **APPLICANT EDUCATION / QUALIFICATIONS**
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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 secondary/further education - GCSE, O-Level, A-Level, NVQ, Secretarial or equivalent

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| **Subject** | **Examining Body** | **Level Attained** | **Grade** | **Year** |
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 **Relevant third level education and above (if applicable)**

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| **Degree/Diploma/Certificate** | **Result** | **Date Obtained** |
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**Relevant membership of professional bodies** (and courses attended)

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|  **Date** **From To**  | **Details** | **Grade of Membership** |
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| **3. APPLICANT EMPLOYMENT HISTORY – CURRENT**  |
| **Current Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

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| **Name of Current Employer** |  |
| **Employment Date**  | **From** |  | **To** |  |
| **Address of Current Employer**  |   |
| **Current Position / Job Title** |   |
| **Notice Period** |  |
| **Salary and Benefits on leaving post** |  |
| **Reason for Leaving** |  |
| **Key Duties and Responsibilities:** Please use this to also note any additional Information (any other relevant information you feel may be relevant): |
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| **4. APPLICANT EMPLOYMENT HISTORY- PREVIOUS** |
| **Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

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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:** Please use this to also note any additional Information (any other relevant information you feel may be relevant): |
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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:** Please use this to also note any additional Information (any other relevant information you feel may be relevant): |
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| **5. Referring to the Job Description and Personal Specification, please tell us why you have applied for this position, your qualifications and experience which is relevant to the role, how you meet the criteria for the role and what you could bring to the role to add value to Athletics NI.**  |

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| **5a. Are you willing to undertake any training necessary for this post including training in the area of Safeguarding Children which is essential within the first 6 months of starting any post with Athletics NI?**  | **Yes/No Please Explain** |
| **5b. Are you willing to work away from normal base?**  | **Yes/No Please Explain** |
| **5c. If you are successful in gaining this position, when can you take up the post?** |  |

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| **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? Please state** |
| **Disciplinary or grievance procedures, complaints and criminal offences.** |
| **Have you been the subject of either a disciplinary or grievance procedures in any of your previous employment? Please Tick** | **Yes** [ ]  | **No** [ ]  |
| **If yes, please give details including outcome(s)** |

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| **7. REFEREES** |
| 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.) |
|  | **Referee 1** | **Referee 2** |
| **Name:** |  |  |
| **Relationship to you:** |  |  |
| **Position held:** |  |  |
| **Company Name and Address *(including postcode)*** |  |  |
| **Telephone No:** |  |  |
| **Email Address:** |  |  |

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|  **8 DECLARATION** |

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| I declare that all the foregoing statements are true, complete and accurate.I understand that if I give wrong information or leave out important information I could be dismissed if I take up this job.I understand that to take up this job I must have satisfactory references, and ACCESS NI check (if applicable).I understand that I may be asked to show some formal identification and evidence of qualifications if required.I confirm that as far as I know there are no medical reasons which would stop me from carrying out the duties of this job.I agree to you making any necessary enquiries during the recruitment and selection process I understand that canvassing will disqualify me from the selection process for this job. |
| Signed  |  | Date |  |