Dear Applicant

**RE: Post of Admin & Events Assistant (Part Time)**

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.

You should complete the application form in black ink or in typescript.

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 Monday 1st August 2022 at 5PM** and applications received after this date will not be considered. Please forward all completed applications to [hrofficer@viablecs.org](mailto:hrofficer@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 form.

**Application for Employment**

**Admin & Events Assistant (Part Time);**

**PRIVATE AND CONFIDENTIAL**

**Reference:** **AEAPT/ANI/5/2022**

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| **Position** | **Admin & Events Assistant (Part Time)** |
| **Location:** | Athletics House  Old Coach Road, Belfast BT9 5PR |

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| 1. **APPLICANT DETAILS** | | | |
| **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.* | |  | |

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| 1. **APPLICANT EDUCATION / QUALIFICATIONS** |

**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 To/From** | | **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 Current 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 Current 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. INFORMATION IN SUPPORT OF YOUR APPLICATION** |
| **Skills, abilities and experience**  Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. |
| **Essential Criteria** |
| **5.1 Please detail how you can demonstrate at least one year’s experience in an office or administrative role.** |
| **5.2 Please demonstrate how you are able to work on your own initiative.** |
| **5.3 Please give detail on how you can demonstrate excellent interpersonal and communication skills, as well as sound organisational and planning skills.** |

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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?**

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**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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**Have you been the subject to a complaint made by a service user, member of the public or colleague? Please Tick**

**Yes**

**No**

**If yes, please give details including outcome(s)**

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**Given the nature of the job for which you are applying, do you have any convictions that are not “protected” as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979 (as amended in 2014) Athletics NI only ask about convictions which are defined as “not protected” for the purposes of obtaining a Standard or Enhanced disclosure Failure to disclose such information could result in termination of this role. It should be noted that convictions for offences do not necessarily debar an applicant from obtaining employment. Please tick**

**Yes**

**No**

**If yes, please give details**

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**Is there any reason that you cannot work in regulated activity? Please Tick**

**Yes**

**No**

**If yes, please give details**

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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 |  |