**Ref: ESP/BECE/PA18MAT**

*For office use only*

App Ref:

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**EastSide Partnership**

APPLICATION FOR APPOINTMENT AS:

**BECE Project Administrator (ESP/BECE/PA18MAT)**

**Based in East Belfast**

**Avalon House, 278-280 Newtownards Road**

**Belfast, BT4 1HE**

**NAME OF APPLICANT:**

**EMAIL ADDRESS:**

This form must be received by email **no later than**

**12.00pm on Friday 4th May 2018** to:

**heather@eastsidepartnership.com**

**GUIDANCE NOTES FOR COMPLETION OF APPLICATION FORMS:**

* Please refer to the Job Description and Person Specification, as candidates are only shortlisted for the next stage of the recruitment process on the basis of information contained in the application form which meets the criteria detailed in the Person Specification.
* Please ensure all questions are answered and that you fully complete the application form.
* Applications are to be submitted electronically. Applications received after the above time and date will **not** be considered. Equal Opportunities Monitoring Form (page 5) should also be completed and returned with the Application Form electronically.
* Applications will not be accepted by post or fax.
* The Partnership accepts no responsibility for checking or notifying candidates if forms are unreadable or incomplete for technical reasons.
* Please ensure that you retain the original format of the application form at all times.
* CVs must **not** be included and **will not** be considered.
* We will acknowledge receipt of your application form by email.
* The next stage of the recruitment process will be an interview. EastSide Partnership will contact you by email to notify you if you have been shortlisted for an interview. **Interviews for this position will take place on Thursday 10th May. Please make sure you are available on this date.**
* If successful, you may be required to produce **official original proof** of any relevant qualifications supporting your application.

***EastSide Partnership is an equal opportunities employer and welcomes applications from all suitably qualified persons. All appointments will be made on merit.***

1. Name:

2. Telephone Number:

3. Address:

4. National Insurance Number:

5. Please state details of **relevant** Qualifications obtained. (Please state marks, grade or level of qualification as this may be used in shortlisting – please refer to the Person Specification)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | Examining Body: | Level of  Qualifications  Obtained: | Subject: | Marks or  Grade: |
|  |  |  |  |  |

6. Please state details of any Employment and Positions held (starting with the most recent):

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of  Employer | Date Employment  Commenced (Date/Month/Year) | Position(s) held with Employer | Salary |
|  |  |  |  |

**(expand box as necessary)**

7. Please demonstrate below how you meet the specific requirements of the job

(Please refer to the essential and desirable criteria outlined in the Person Specification)

|  |
| --- |
| **(Maximum 1500 words- expand box as necessary)** |

8. Give details of any other experience, qualifications, skills or training which you feel may have relevance to this role:

|  |
| --- |
|  |

9. Please give details of any convictions for criminal offences which are not regarded as "spent" convictions under the Rehabilitation of Offenders (NI) Order 1978. (Include nature of offence and sentence):

|  |
| --- |
|  |

10. Please give the names, addresses and occupations of **two** persons not related to you, to whom references may be sent. One of your referees should be your current or previous employer and both referees should be able to comment on your ability to carry out the particular tasks of the role.

***Please note: references will not be contacted unless you have been offered the role.***

|  |
| --- |
| **1. Current or Previous Employer:**  Name:  Address (incl post code):  Contact Phone Number:  Email address: |
| **2. Other Employer or nominated character referee:**  Name:  Address (incl post code)  Contact Phone Number:  Email address: |

I certify that the above information is correct and understand that any false or misleading information, if proved, may result in no further action being taken on this application.

**Signed: Date:**

*For office use only*

App Ref:

**Equal Opportunities Monitoring Form ESP/BECE/PA18MAT**

**Ref No: ESP/BECE/PA18MAT Private & Confidential**

We are an Equal Opportunity Employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of Opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998.

Regardless of whether we practice religion, most of us in Northern Ireland are seen as Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.

**I am a member of the Protestant community**

**I am a member of the Roman Catholic community**

**I am a member of neither the Protestant nor Roman**

**Catholic community**

**Please in****dicate whether you are: Female**

**Male**

If you do not complete this questionnaire, we are encouraged to use the “residuary” method, which means that we can make a determination on the basis of personal information on file/application form.

Note: It is a criminal offence under the legislation for a person to “give false information in connection with the preparation of the monitoring return”.