

**PLEASE WRITE CLEARLY AND COMPLETE IN BLACK INK.**

All information will be treated in confidence and will only be used by Bytes Project to assess your suitability for the post applied for. 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. Please attach additional sheets if required.

“A candidate found to have knowingly given false information or to have wilfully suppressed any material fact will be liable to disqualification, or if appointed, to dismissal”

# The Vacancy

Job applied for: Director

Job reference no: BP/D/0218/

# About Yourself

**Forename: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Birth: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_\_**

**National Insurance No. \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_**

**Home Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What notice do you need give to your current employer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Your Qualifications

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| **Essential Requirement Qualifications** | | | |
| **1. A degree level qualification in youth work, ICT or business (if your qualification is not a university degree please provide evidence that shows clearly that it is the equivalent to a primary degree).**  **2. A third level qualification in business/management.** | | | |
| **Place of Study** | **Name of Qualification** | **Date Completed** | **Grade** |
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| **All Other Qualifications** | | | | |
| **Place of Learning** | **Type of Qualification** List all Qualifications | Date Taken | Subject | **Grade** |
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# Previous Jobs

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| --- | --- | --- | --- |
| **Name & address of employer** | **dates of employment** | **job title & brief description of**  **duties** | **reason for**  **leaving** |
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# References

Please give the name, address and occupation of two responsible referees, **one should be your current/previous employer,** who are willing to answer questions about your character.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please detail below how you meet the Essential Requirement:**

**3. Experience of working at senior management level in a regional organisation.**

**Please detail below how you meet the Essential Requirement:**

**4. Experience of responsibility for managing a budget of over £500,000.**

**Please detail below how you meet the Essential Requirement:**

**5. Experience of managing a team of staff.**

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| **Please detail below how you meet the Essential Requirement:**  **6. Demonstrable success in securing funding and tender bids.** |
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| **Please detail below how you meet the Essential Requirement:**  **7. Proven track record of developing innovative social programmes in response to social need.** |
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| **Please detail below how you meet the Essential Requirement:**  **8. Experience of developing effective and collaborative working relationships with partner organisations.** |
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| **Please detail below how you meet the Essential Requirement:**   1. **Demonstrable entrepreneurial and business development skills.** |
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| **Please detail below how you meet the Essential Requirement:**   1. **Excellent written and oral communication skills and presentation skills.** |
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| **Please detail below how you meet the Essential Requirement:**   1. **An ability to prioritise work strategically and to meet deadlines.** |
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| **Please detail below how you meet the Essential Requirement:**  **12. An ability to work with different people at all levels.** |
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| **Please detail below how you meet the Essential Requirement:**   1. **Initiative and ability to innovate and develop new ideas.** |
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| **Please detail below how you meet the Essential Requirement:**   1. **Demonstrable commitment to ethical, person centred leadership and youth work values.** |
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| **Please detail below how you meet the Essential Requirement:**  **15. Demonstrable commitment to addressing the needs of the most socially excluded young people, not in education, training or employment.** |
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| **Please detail below how you meet the Essential Requirement:**   1. **Awareness of the key policy context for Bytes including youth work, NEETs, STEM, community relations, volunteering, social development, training, education and charity governance legislation.** |
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| **Please detail below how you meet the Essential Requirement:**   1. **Excellent interpersonal, conflict resolution and people management skills.** |
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| **Please detail below how you meet the Essential Requirement:**   1. **Excellent finance and administration skills including budgeting, financial control and report writing.** |
|  |
| **Please detail below how you meet the Essential Requirement:**   1. **Current, clean, driving licence with access to own vehicle. (This can be waived in the case of an applicant whose disability prohibits driving, but who is able to organise suitable alternative arrangements, which enable them to meet the duties of the post.)** |
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# Other Information

**Desirable Criteria:**

**Please detail below how you meet the desirable criteria (please refer to job description)**

**Criminal convictions, cautions or bind-overs**

Owing to the sensitive nature of our work with “vulnerable groups” Bytes requires all prospective employees to disclose criminal convictions, cautions or bind-overs. Unprejudiced consideration will be given to candidates who disclose cautions, convictions or bind-overs, unless, they are manifestly incompatible with the post in question.

Do you have a criminal conviction, caution or bind-over? **YES/NO**

If yes, please give details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Is there any reason why you cannot work in “Regulated Activity” as defined by Safeguarding Vulnerable Groups Order 2007 (SVGO) and as amended by the Protection of Freedoms Act 2012 (PoFA)?

**YES/NO**

Bytes adheres to Access NI’s code of practice. This information will be held in strict confidence. Where applicable appointments of prospective employees are subject to Access NI clearance. A risk assessment will be conducted if any information is disclosed on an Access NI disclosure certificate to assess the suitability of appointment

# Declaration

I declare that the information, which I have given, is correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return the completed form (Marked Confidential) by 4.00pm on Monday 26th February 2018 to:**

**Holly Lewis**

**Administrator**

**The Bytes Project**

**Unit 5, Filor Building**

**155 Northumberland Street**

**Belfast BT13 2JF**  **Tel No 02890 288810**