



## Application Form

Development and Administration Officer  
(Maternity Cover until 10 June 2022)

Closing date for applications:  
1.00 pm, Thursday 12 August 2021

**POSITION APPLIED FOR:**

Job Title:
Ref No:
Where did you see this post advertised?

**1. APPLICANT DETAILS**

<b>Title:</b>	<b>Surname:</b>	<b>Forename:</b>
<b>Home Address:</b>		
Post Code:		

<b>Contact Details:</b>	
Daytime no:	
Evening no:	
Mobile no:	
Email address:	
National Insurance no:	
Place of Birth:	
Country of Birth:	
Do you hold a current driving licence?	Yes/No
How much notice do you need to give your current employer?	

## 2. EMPLOYMENT RECORD

**Please start with your most recent employer**

Employer Name:		
Address:		
Job Title:	From:	To:
Brief Description of Duties:		
Reason for leaving/changing:		

Employer Name:		
Address:		
Job Title:	From:	To:
Brief Description of Duties:		
Reason for leaving/changing:		

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#### 4. FURTHER / HIGHER EDUCATION

Name of University/College	Qualification/level	Subject	Grade Awarded	Date Gained

#### 5. PROFESSIONAL MEMBERSHIPS

Please provide details of any professional memberships you hold?



## ESSENTIAL ELIGIBILITY CRITERIA

**By the closing date for applications, candidates must have:**

6.1) Possess a University Degree

Yes

No

6.2) Experience in a similar role

Yes

No

6.3) Hold a full license valid in the UK with access to a car for business purposes. This criterion will be waived in the case of an applicant whose disability prohibits driving but who is able to make alternative arrangements.

Yes

No

## 7. DESIRABLE CRITERIA

7.1) Degree relevant to nature of work

Yes  No

7.2) Experience in delivery of support services for victims of terrorism

Yes  No

7.3) Experience in managing budgets and resources

Yes

No

7.4) Experience in monitoring and evaluation

Yes

No

## 8. SPECIAL REQUIREMENTS

As an Equal Opportunities Employer we wish to ensure that all applicants have the opportunity to perform to the best of their ability in either a test or interview situation.

Please let us know if you require any reasonable adjustments, or arrangements to enable you to attend for interview.

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## 9. REFEREES

If you are responsible to a public advertisement, please provide the required information of two persons not related to you, to whom references may be sent. One of your referees must be either your current or previous employer (if any) and both should be able to comment on your ability to carry out the particular tasks of the job. If you do not wish us to contact your present employer, please provide your most recent previous employer.

Current or previous employer (if any):

Name:	
Job Title:	
Organisation:	
Address (including post code)	
Telephone:	

Other employer or nominated character referee:

Name:	
Job Title:	
Organisation:	
Address (including post code)	

Telephone:	

**(Please note Referees will only be contacted if an offer of appointment is made)**

### **10. CRIMINAL OFFENCES**

*Under the Rehabilitation of Offenders (Exceptions) Order Northern Ireland, 1979, some posts are included in the list of excepted employments. As such, any criminal conviction may never be regarded as spent and must be disclosed when applying for a post.*

*It is therefore necessary to ask these questions:*

Have you ever been convicted of a criminal offence (other than a 'spent\*\* Conviction under the Rehabilitation of Offenders Act (1974))?  
(For details refer to Citizen's Advice Bureau).

Yes  No

Are you the subject of any current or pending investigations?

Yes  No

If Yes-details (including type of offence, date, sentence, fine etc) are required from you and should be included in a separate envelope; which will be opened only, if you are considered for the appointment and will be subsequently returned to you. Such information will be completely confidential.

Carrying out any paid or voluntary work for the Castlehill Foundation may involve access to young people or vulnerable adults, therefore it is our policy to carry out enhanced Access NI checks. Access NI checks will only be carried out in the event that you are successful at interview and the information only used for the purpose of making a recruitment decision after which it is destroyed in accordance with Access

NI guidelines. A successful candidate will not be able to take up the post until enhanced Access NI clearance is obtained.

### 11. ELIGIBILITY TO WORK IN THE UK

Yes  No

You will be required to provide documentation to support this claim (Under Section 8 of the Asylum and Immigration Act 1996) if offered the post.

### 12. DECLARATION

I declare that the information, which I have given above, is correct.

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

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

**Please return completed form along with Equality Monitoring Form to:**

**The Castlehill Foundation, 31 Castle Street, Portadown, BT62 1BA, or  
castlehillfoundation@outlook.com, by 1.00 pm, 12 August 2021**

### Data Protection

*Applicants should be aware that the information provided in your application form is collected within the context of the Data Protection Act 2018. The information will be used to enable us to consider your application for employment and to provide details for your employment contract in the event of you being successful. Although any information provided by you will be treated in the strictest confidence, it will be used to enable us to comply with our statutory duties on equal opportunities, example impact assessment, monitoring and returns and also replies to statutory questionnaires. In addition, the Castlehill Foundation will have to comply with any directions/orders from courts or tribunals to release documentation. This may also include referee reports. On occasion, we may also be required to provide statistical information on employees as part of an overall ongoing monitoring of employees.*