

**Confidential**

Upper Springfield Development Trust

689 Springfield Road, Belfast BT12 7FP

**Employment Application Form Application NumberJACBWPSOM22: \_\_\_\_\_\_\_\_\_\_\_**

Please complete this application form in **black ink or** **typescript** and return it on or before the closing date stated. Late applications will not be accepted. Only information provided on this application form will be considered by the panel. CV’s will not be accepted.

***Completed applications should be returned by email to: j.fegan@usdt.co.uk***

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| **Post applied for:** | Belfast Works Project Support Officer |  |  |
| **Hours:** | ***37.5*** | | |
| **Closing Date and Time:** | ***26/05/22, noon*** | | |

**Personal Details:**

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| --- | --- |
| **Surname:** | **Telephone Number (Home):** |
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| **Forename(s):** | **Telephone Number (Mobile):** |
|  |  |
| **Title:** | **Email Address:** |
|  |  |
| **Address:** | **Postcode:** |
| **NI Number:** |  |
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| **How did you learn of this post?**    **Communityni** 🞏 **Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Please outline how you meet the qualification requirement(s) (or professional membership) for this position**

Original proof of qualifications will be requested if recommended for appointment.

(Please continue on a separate sheet of necessary)

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| **Examination level**  **(for example, GCSE/’A’ Level/Degree/NVQ** | **Subject(s)** | **Grade** | **Date Gained** |
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| **Professional Qualifications** | **Registration Body/Number** |  | **Date Gained** |
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**Employment History**

Please give details of jobs that you have held, starting with your present or most recent employer and work backwards, in chronological order. Include in this section any breaks in employment history for example, caring responsibilities, travelling or returning to study, registered unemployment and temporary/voluntary employment. (Please continue on a separate sheet if required).

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| **Name and Address of Employer and Nature of Business** | **From** | **To** | **Job Title:** | **Final Salary and Reason for Leaving** |
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| **Notice required if offered the position for which you have applied?** | | | | |

**Training**

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| **Details of relevant training courses attended and awards achieved, including dates if appropriate** |
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**Suitability for this position**

Please detail your suitability for this position under the relevant headings below, demonstrating how your experience and knowledge relates to the job description and person specification.You must ensure that you provide sufficient information on the application form to enable the selection panel to assess your eligibility at shortlisting.

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| **Essential Criteria** |
| 1. Qualification relevant (e.g. NVQ L2/3 Business Admin or equivalent) to the post and a **minimum** of 1 year full-time administrative experience in a busy office environment within the last three years |
| 1. Demonstrate experience of being the first point of client/customer/visitor contact in a busy office environment |
| 1. Experience of accurately entering, analysing and retrieving data from an organisational database. |
| 1. Ability to communicate effectively, both verbally and in writing; |
| 1. Experience and good knowledge of I.T and database systems including; ability to use MS office (Word, Excel) Internet and Email; |
| 1. Ability to work under own initiative, including effective prioritisation of tasks and ability to work to agreed aims and objectives and be able to multitask |
| 1. A willingness to be flexible in work patterns and to fulfil occasional evening and weekend duties |
| 1. Ability to adhere to confidentiality |
| 1. An understanding of the issues within disadvantaged communities. |
| **Desirable Criteria**  **(One or all of the desirable criteria may be used to shortlist applicants)** |
| 1. Knowledge and experience of working with the unemployed and the barriers they face |
| 2. Experience of ESF funded programmes guidelines and procurement processes |
| 3. Experience of preparing a Project for and external inspection e.g. ETI, QA |
| 4. Understanding of Data Protection legislation and best practice |
| 5. To have a clean driving licence and access to a car  USDT is aware that some persons with disabilities may not be able to hold a driving license. If this is the case, please demonstrate how you can fulfill the mobility requirements for the post for which you are applying. |
| **Disclosure Certificate:** |
| Applicants are advised that in accordance with legislation a disclosure certificate check will be undertaken (where applicable) by Access NI to ensure that individuals who may pose a risk to children or vulnerable persons are not appointed. |
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| **Privacy Notice** |
| Under the Data Protection Act 1998, the Upper Springfield Development Trust is required to notify applicants and prospective employees on how their personal data will be processed and used. We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.  We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. This application form, excluding the equal opportunities monitoring form, will be retained by the Upper Springfield Development Trust for a maximum period of 12 months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record. Some of the data you provide is considered to be Sensitive Personal Data under the Data Protection Act 2018, this information will be used to assist us with recruitment monitoring. It will be held separately from application forms and will be retained for a three-year period under obligations arising from the NI Equality Legislation, it will also be held electronically.  This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.  If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please contact the Assistant CEO at 689 Springfield Road, Belfast, BT12 7FP with the Subject “Data Protection Request”. |

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| **Personal Statement:** |
| |  |  | | --- | --- | |  |  | | The Upper Springfield Development Trust is an Equal Opportunities Employer. The Upper Springfield Development Trust encourages applications from people with disabilities and will not preclude full consideration of your application as a result of your disability. In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities”.  Do you consider yourself to have, or, have had a disability that is relevant to your job application? **Yes/No**  If you have answered yes, is there anything we should know about your disability or requirements in order to:   * Process your application fairly, * Make any specific arrangements for your interview, and * Make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post.   Provide details: | | |

**Private and Confidential**

The following pages will not be used as part of the selection process as they contain information that is strictly private and confidential.

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| **Referees** |
| Please give full details of two people (not relatives) that we can approach for references, one of which must be your current or most recent employer, if you have never been employed before please list details of someone who would know you in a voluntary or academic capacity. Please ensure that your referees are aware of this application, and, also, if you are providing us with their details, that you obtain your referee’s permission to do so. References must be satisfactory to the Upper Springfield Development Trust. |

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| **Reference** | |
| **Name:** |  |
| **Occupation:** |  |
| **Full Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

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| --- | --- |
| **Reference** | |
| **Name:** |  |
| **Occupation** |  |
| **Full Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

I give the Upper Springfield Development Trust the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information. I have read and understood the requirements and particulars for the job, which have been supplied to me. I further understand that the job offer may be subject to the satisfactory outcome of references and/or a satisfactory Access NI Disclosure. A criminal record will not necessarily be a bar to obtaining a position.

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| I confirm that the information I have given is accurate and complete, as misleading or false statements will result in the withdrawal of the offer of employment, or if employed dismissal.  **Signed…………………………………………………Date…………………………………..** |



