# **IN CONFIDENCE**

## Chinese Welfare Association NI

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| **For Office Use only**  **POST: Operations Manager**  **APPLICATION REF NO: 2025/OM/003**  **CLOSING DATE: 28th May 2025 12am**    **Date Received:** |

This post is open to Job Share This is not a Job Share post

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(see information for applications)

**Please complete all sections of this application using black ink or typescript.**

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| PERSONAL PARTICULARS |
| **Name:**  **Address:**  **Telephone Number for contact:**  **Email address for contact:** |

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| EDUCATION with dates. |  |
| Subjects passed at ‘O’ Level/GCSE (Equivalent) | Subjects passed at ‘A’ Level/GCSE (Equivalent) |
| Degrees or diplomas and institutions attended | |

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| PROFESSIONAL QUALIFICATIONS | | |
| Name of professional body or bodies | (i) By Examination  and Result | (ii) By Election |

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| **PRESENT EMPLOYMENT (if any)**  Name and Address  of present employer  (or last employer)  Post Held:  Duties of Post:  **Date Appointed: Present Salary: Period of Notice:** |
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| VOLUNTARY SERVICE OR COMMUNITY WORK |
| Please give details of any voluntary service or community work that you have undertaken on an unpaid voluntary basis. |

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| WORK EXPERIENCE Please list, starting with the latest, any previous positions you have held which are relevant to the application, with a brief description of duties and relevant dates. |
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| RELEVANT EXPERIENCE TO THIS POST |
| **Explain in your own words how your previous experience would be of benefit in the post applied for. Using the Personnel Specification, how do your skills, experience and abilities relate to this post?**  *You must demonstrate how you adequately meet the following criteria as listed in the specification, drawing upon all your experience, whether at work or on a voluntary basis.*  ***It is essential that applicants fully describe how and to what extent they meet the experience sought in the Person Specification. It is not appropriate to simply list the various posts that an applicant has held. The Selection Panel will not make assumptions from the title of the applicant’s post or the nature of the organisation as to the experience gained. Short listing for this post will be undertaken using only the information you have provided.*** |
| REFEREES |
| All offers of employment are subject to receipt of two satisfactory written references, one of whom should be your current employer and/ or your most recent employer/s. In some instances, and with prior agreement with Human Resources, we may accept an academic reference, or a reference gained in a voluntary capacity.  **1 Name:**  **Address:**  **Telephone No:**    **Position:**  **2 Name:**  **Address:**  **Telephone No:**    **Position:**  These referees may be approached if you are shortlisted for interview, unless you specify otherwise. |

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| **DISABILITY** If your disability precludes you from completing this form or from any part of the  selection process, please contact CWA Administration office for alternative arrangements and/or  reasonable adjustments to be made. For example, please contact us if you need this application  form in another format or inLARGER PRINT. |

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| **Are you eligible 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. |

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| **DECLARATION**  I declare that the information set forth in this application form is, to the best of my knowledge, true and complete.  Signature:  Date: |

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| **PLEASE RETURN TO:**  Jiemin Tomita  **Chinese Welfare Association**  Chinese Resource Centre  1 Stranmillis Embankment  Belfast BT7 1GB  E-mail: management@cwa-ni.org  **Closing Date: 28th May 2025 12am** |