**Application form**

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| Please complete this form in black ink or black type. A curriculum vitae will not be accepted. | Application number05/25/ |

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| Post applied for: | **Centre Co-ordinator**  |

## **Personal details**

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| **First name:**  |  |
| **Last Name:**  |  |
| **Email:**  |  |
| **Mobile Tel No:**  |  |
| **Alternate Tel No:**  |  |
| **Home address inc. post code:**  |  |

## **Present or last post**

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| **Employer:** |  |  | **Main duties and responsibilities:** |
| **Address:** |  |  |  |
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| **Position held:** |  |  |
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| **Current salary:** |  |  |
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| **Date started:** |  |  |
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| **Date left (if applicable):** |  |  |
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| **Reason for** **leaving:** |  |  |

## **Previous posts** (most recent first)

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| **Employer:** |  |  | **Main duties and responsibilities:** |
| **Address:** |  |  |  |
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| **Position held:** |  |  |
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| **Date started:** |  |  |
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| **Date left:** |  |  |

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| **Employer:** |  |  | **Main duties and responsibilities:** |
| **Address:** |  |  |  |
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| **Position held:** |  |  |
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| **Date started:** |  |  |
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| **Date left:** |  |  |

## **Other previous posts** (please continue on a separate sheet if necessary)

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| **Employer** |  | **Date****from** | **Date****to** |  | **Job title** |
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## **Education, qualifications and training**

**Please note**: where a specific qualification is an essential requirement in the person specification you will be required to produce original certificates if you are offered the post.

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| **Qualification or course** | **Place of study** | **Date completed** | **Grade achieved (if applicable):** |
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## **References**

## Please give the name and addresses of two referees. One must be your current or most recent employer, or tutor if you are a student or school leaver. Please note references from personal friends or relatives are not acceptable.

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|  | Current or most recent employer |  |  |  |
| **Name** |  |  | **Name** |  |

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| **Position** |  |  | **Position** |  |

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| **Organisation** |  |  | **Organisation** |  |

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| **Address** |  |  | **Address** |  |
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| **Telephone** |  |  | **Telephone** |  |

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| **Email** |  |  | **Email** |  |

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| May we contact this referee if you are shortlisted? |  | May we contact this referee if you are shortlisted? |
| Yes [ ]  No [ ]  |  | Yes [ ]  No [ ]  |

## **Additional information**

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| Do you have any unspent criminal convictions?  | [ ]  Yes | [ ]  No |
| (If yes, please give brief details) |  |  |
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**Please note:** if successful in your application you will be required to AccessNI in Northern Ireland and successfully complete the enhanced vetting process for the WHSCT.

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| **Are there any restrictions on your right to work in the UK?**  | [ ]  Yes [ ]  No |
| If ‘yes’, please specify: |  |
|  |  |
| **Are you connected to a business which trades with Waterside Women’s Centre?** | [ ]  Yes [ ]  No |
| If ‘yes’, please state relationship and business:  |  |
|  |  |
| **Are you related to or a partner of an employee or volunteer at Waterside Women’s Centre?**  | [ ]  Yes [ ]  No |
| If ‘yes’, please state the name(s), relationship. and if an employee, their job title: |  |

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| **ESSENTIAL CRITERIA**You must demonstrate evidence of the following essential criteria by way of examples and dates in the box below. Please note the maximum word count is 300 words. |
| **Essential Criteria 1: Essential Criteria 1:** Degree or equivalent in a professional, management or community development discipline plus three years relevant experience of managing a project (or projects) of a similar nature. **OR** Five years’ experience of managing a project (or projects) of a similar nature.  |
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| **ESSENTIAL CRITERIA**You must demonstrate evidence of the following essential criteria by way of examples and dates in the box below. Please note the maximum word count is 300 words. |
| **Essential Criteria 2:** Experience of successful funding applications, completing project monitoring and evaluation reports. |
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| **ESSENTIAL CRITERIA**You must demonstrate evidence of the following essential criteria by way of examples and dates in the box below. Please note the maximum word count is 300 words. |
| **Essential Criteria 3:** Working knowledge of IT and Internet including the use of MS Word, MS Excel, MS Powerpoint, MS Outlook (Or similar software applications) and social media platforms. |
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| **ESSENTIAL CRITERIA**You must demonstrate evidence of the following essential criteria by way of examples and dates in the box below. Please note the maximum word count is 300 words. |
| **Essential Criteria 4:** The successful candidate must hold \*a full current driving license (valid in the UK) and have access to a car at the closing date **or** have access to a form of transport which will permit the applicant to carry out the duties of the post in full. \* This relates only to any person who has declared that they have a disability, which debars them from driving. |
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**Note: If enhanced shortlisting is required the following Desirable Criteria will be used.**

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| **DESIRABLE CRITERIA**You must demonstrate evidence of the following essential criteria by way of examples and dates in the box below. Please note the maximum word count is 300 words. |
| **Desirable Criteria 1:** Experience and understanding involved in working with women from different communities. |
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| **DESIRABLE CRITERIA**You must demonstrate evidence of the following essential criteria by way of examples and dates in the box below. Please note the maximum word count is 300 words. |
| **Desirable Criteria 2:** Experience of staff supervision. |
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*The Waterside Women’s Centre is an Equal Opportunities employer. We are committed to equal employment opportunities regardless of age, sexual orientation, gender, pregnancy, religion, nationality, ethnic origin, disability, medical history, skin colour, marital status, genetic information or parental status. We base all our employment decisions on merit, job requirements and the organisation’s needs.*

**DISABILITY**

If you require a reasonable adjustment for reasons related to a disability to allow you to attend interview, please contact recruitment@watersidewomen.net

## **Declaration**

I confirm that the details given in this form are correct and understand that any false declaration may result in disciplinary action being taken, which could result in my dismissal from post.

I hereby explicitly consent to Waterside Women’s Centre holding my personal details within a manual or electronic filing system in relation to the Data Protection Act 2018.

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| --- | --- | --- | --- | --- |
| **Signature** |  |  | **Date** |  |

*Where submitted by email an electronic signature is sufficient*