Groundwork Northern Ireland

63-75 Duncairn Gardens

Belfast BT15 2GB

Telephone: (028) 9074 9494

Website: www.groundworkni.org.uk

Email: [info@groundworkni.co.uk](mailto:info@groundworkni.co.uk)

Advice on Completing your Application

Please read these notes carefully before completing your application form. This guidance is designed to help you fill in your application form effectively.

As part of Groundwork NI's commitment to equality of opportunity for all, internal and external applicants for every role in Groundwork NI are treated in exactly the same way. The generic application form is the sole mechanism we have for making our first selection when deciding whom we wish to invite for an interview. That means that we only consider the information that appears on the application. No assumptions will be made about your abilities, skills, experience, knowledge or qualifications so it is very important that your application gives us the information we need and the information that you want to give us to demonstrate your suitability for the role.

## Please complete all sections of this application form in black ink and return it on or before the closing date in the advertisement. Do not change the format of the form. Late applications will not be accepted. Only information provided on this application form will be considered by the panel. If any sections are not completed your application will not be considered.

## CV’s will not be accepted.

## The Groundwork NI application form has a number of different sections and they are each included with a particular purpose in mind. The following explains what Groundwork NI is looking for.

**Personal Details**: Please ensure that you complete all the personal details required in the form.

**Education and Qualifications:** Please use this section to highlight any education or qualifications you hold that you think are particularly relevant to this position.

Membership of Professional Organisations: Please use this section to highlight any memberships you hold that you think are particularly relevant to this position.

**Employment History:** Please provide an outline of your responsibilities in your present or last job and then provide details of previous employment in chronological order. Include in this section any breaks in employment history for example: carer responsibilities, travelling or returning to study, periods of military service, registered unemployment and temporary / voluntary employment**.**

**Training:** Please use this section to highlight any training courses you have attended that you think are particularly relevant to this position.

Suitability for this position: We are seeking as much evidence as possible to assess your suitability for this position. In the spaces provided please give examples under the relevant headings of how you meet the knowledge and skillset suitable to this position and why you feel you are suited to this position, referring specifically to the job description and person specification. For this section only you can use one additional sheet of paper if required (any more than 1 page will be detached and will NOT be considered as part of the application). *DO NOT ATTACH YOUR CV.*

References: Please provide us with full details of three referees (not relatives) that we can approach for references. Two of these should be work references and include your most recent and previous employer. Please indicate whether references may be taken up prior to an offer of employment being made and accepted and ensure that your referees are aware of this application, and also, if you are providing us with their email address, that you obtain your referee’s permission to do so.

Sensitive Personal Data Consent Form: The information contained in the monitoring form will only be used to reduce the possibility of discrimination occurring. The information will be stored on a confidential HR database.

Your Declaration: By completing and submitting your declaration you are indicating that the statements you make on your application are true and complete. Making a false statement on your application may affect your future employment with Groundwork NI.

# Employment Application Form

1. Personal Details

|  |  |
| --- | --- |
| **Surname:** | **Telephone Number (Home):** |
| **Forename(s):** | **Telephone Number (Mobile):** |
| **Title:** | **Email address:** |
| **Address:** | **Postcode:** |
| **For what position are you applying?** | |

1. Education and Qualifications

(Please continue on a separate sheet, if required)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Type of School | Examinations Taken | Qualifications / Grades Attained |
|  |  |  |  |  |

1. Further / Higher Education

(Please continue on a separate sheet, if required)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Name of Institution | Examinations Taken | Qualifications / Grades Attained |
|  |  |  |  |  |

1. Membership of Professional Organisations

|  |  |  |
| --- | --- | --- |
| Date Joined | Institute / Organisation | Grade of Membership (where appropriate) |
|  |  |  |

1. Employment History

(Please continue on a separate sheet if required)

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address of Employer and Nature of Business | From To | Job Title  Role Responsibilities | Final Salary & Reason for Leaving |
|  |  |  |  |

1. Training

|  |
| --- |
| Details of relevant training courses attended and awards achieved, including dates. |
|  |

1. Suitability for this position

|  |
| --- |
| **ESSENTIAL CRITERIA** |
| **At least 2 years’ experience working in a communications/marketing environment, including delivering effective communications strategies** |
|  |
| **Excellent verbal and written communication skills** |
|  |
| **Ability to communicate and effectively negotiate with partners and clients to ensure a high standard of Customer Relationship Management.** |
|  |
| **Ability to develop and lead on a varied programme of marketing work, including PR, publications, product development and sales promotion** |
|  |
| **A willingness to undertake regular travel and to work out of office hours when necessary.** |
|  |
| **Strong technical knowledge and understanding of the communications, marketing and public relations field.** |
|  |
| **Ability to plan and prioritise workloads whilst meeting competing and challenging priorities** |
|  |
| **Proficient in MS Office, social media and other relevant programs to aid delivery of objectives.** |
|  |
| **A commitment and appreciation of Health and Safety issues and Equal Opportunities in all work practices.** |
|  |
| **DESIRABLE CRITERIA** |
| **Experience in the Community and Voluntary Sector in Northern Ireland** |
|  |
| **Experience of partnership working and delivering on partnership projects** |
|  |
| **Demonstrable political, media and cultural awareness and a sound knowledge of current affairs** |
|  |
| **Experience of delivering events on time and within budget** |
|  |
| **Experience of liaison with media** |
|  |

#### Personal Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **Yes** | **No** | |
| Do you possess a full driving licence which enables you to drive in Northern Ireland? | |  |  | |
| Do you have access to a car insured for business use or access to a form of transport that will enable you to meet the requirements of the post in full? | |  |  | |
| Please detail any driving endorsements / convictions, with dates: | | | | |
|  | | **Yes** | | **No** |
| Do you require a work permit / visa to work in the UK? | |  | |  |
| If yes, do you hold a work permit / visa to work in the UK? | |  | |  |
| If yes, please state start and end dates and any restrictions on your continued residence or employment in the UK. If no, please explain why? | |  | |  |
| Please give details of any voluntary organisations, committees, councils or professional bodies with which you are involved. |  | | | |
| Current notice required. |  | | | |
| Please state where you saw the job advertised. |  | | | |

|  |
| --- |
| Disclosure Certificate  Applicants are advised that in accordance with legislation a Disclosure Certificate check will be undertaken by Access NI to ensure that people who might be a risk to a child or adult at risk are not appointed. |

|  |
| --- |
| Sensitive Personal Data Consent Form. |
| Under the General Data Protection Guidelines, Groundwork NI is required to notify applicants and prospective employees as to how their personal data will be processed and used. This application form, excluding the equal opportunities monitoring form, will be retained by Groundwork NI 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, 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.  **By signing this form you are giving consent to Groundwork NI to use this data in the way described above.** |

**Name** (capitals):

**Signed: Date:**

### Private & Confidential

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

|  |
| --- |
| **Referees** |
| **Name: Occupation / Job Title:**  **Organisation:**  **Full address:**  **Postcode:**  **Telephone Number: Email:**  **Can this person be contacted before an offer is made and accepted?** |
| **Name: Occupation / Job Title:**  **Organisation:**  **Full address:**  **Postcode:**  **Telephone Number: Email:**  **Can this person be contacted before an offer is made and accepted?** |
| **Name: Occupation / Job Title:**  **Organisation:**  **Full address:**  **Postcode:**  **Telephone Number: Email:**  **Can this person be contacted before an offer is made and accepted?** |

**Declaration**

I give Groundwork NI 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 of 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 a satisfactory Access NI Disclosure.

|  |
| --- |
| 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.  **Name** (capitals):  **Signed: Date:** |

Employee/Applicant Monitoring Questionnaire – Confidential

Ref: CO1220

Groundwork Northern Ireland is an equal opportunities employer and tries to ensure that all job applicants are treated fairly and appointed only on the basis of their suitability for the job. It also seeks to ensure that no applicant receives less favourable treatment on the grounds of religious or political opinion, race, colour, nationality or national origins, age, marital status, sex, sexual orientation, disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. We practice equality of opportunity in employment and select the best person for the job.

In order to monitor all stages of the recruitment process effectively to ensure that discrimination does not take place all applicants are required to complete this form. This page will be detached from the application form and it will be used for monitoring purposes only, in the strictest of confidence.

I would describe myself as:

**Gender**: Male Female

**Disability**: Yes No

### Ethnic Background:

Asian Bangladeshi

Black African Black Caribbean

Chinese Indian

Irish Traveller Pakistani

White Mixed ethnic group

Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background, by ticking the appropriate box below.

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am a member of neither the Protestant nor

## Roman Catholic community

If you do not complete this questionnaire, we are encouraged to use the “residuary” method, which means that we can make a determination on the basis of personal information that you have provided on your application/personnel form.

Note: If you do answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.

**Strictly Private & Confidential**

#### Disclosure of Criminal Convictions under the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland)

All applicants must complete this form

Please read the following information carefully and then answer the questions:

**Commitment for Fair Selection**

Groundwork NI is an Equal Opportunity Employer, unprejudiced consideration will be given to all candidates for employment who declare criminal convictions unless the offence(s) is / are manifestly incompatible with the post in question. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing clients and employees.

#### Rehabilitation of Offenders (Exceptions) Order (Northern Ireland)

Because of the nature of the work you are applying for (staff employed by Groundwork will/may have substantial access to children and adults at risk) you must disclose ALL criminal convictions including those you may regard as spent. In addition, if you have any charges outstanding this information must be disclosed also.

Have you ever been convicted of a criminal offence, YesNo

spent or not as defined in the above Act?

Or are there any charges outstanding? YesNo

If yes, please give details of date(s), offence(s) and sentence(s) passed:

|  |
| --- |
|  |

**Please provide any other information you feel is relevant:**

This may include a description of your circumstances at the time, how your situation may have changed, positive outcomes arising from the conviction such as training received during a period of custody and/or why we should disregard the conviction.

|  |
| --- |
|  |

If you are applying for a post which involves contact with either children, young people or adults at risk, please also confirm that you are not listed on either of the following lists (as appropriate):

* I confirm that I am not listed on the children’s’ barred list.
* I confirm that I am not listed on the adults’ barred list

#### Notice to Applicants

Please return with your application form. If you have downloaded the application form and will be emailing it, please place the Criminal Convictions form in a confidential envelope, stating that it is for the purposes of the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) and post it to the HR Officer, Groundwork NI, 63-75 Duncairn Gardens, Belfast BT15 2GB (marking it strictly private and confidential).

After the interview stage the selection panel will open the envelope of the candidate who received the highest scores and separate arrangements will be made to discuss any criminal convictions. All other envelopes will be shredded.

I can confirm that to the best of my knowledge, the information given on this form is true and complete.

**Name** (capitals):

**Signed: Date:**

**Warning: Failure to provide correct information may affect your application.** We do not wish to exclude ex-offenders but we must ensure that the offence(s) that lead to conviction(s) is/are not manifestly incompatible with the post in question.