**APPLICATION FORM**

|  |  |
| --- | --- |
|  | Applicant Reference |
| AGEnda is an Equal Opportunities Employer |  |
| (For Employer’s Use Only) |
| Please do not include a Curriculum Vitae as shortlisting will be based on the information contained within the application form only |

|  |  |
| --- | --- |
| Return completed forms to: | **Role Title: Executive Office Manager** **Hours: 20****Closing date: Monday 8th November 2021 at 5pm** |
| To: AGE north down & ards 24 Hamilton Road, Bangor, BT20 4LE**or email:** **agenda@agenorthdownards.co.uk** |

##### PERSONAL DETAILS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First name(s): |  |  | Surname : |  |  |
| Address: |  |  | Title: |  |  |
|  |  |  | Tel. No. (Home): |  |  |
|  |  |  | Tel. No. (Work): |  |  |
|  |  |  | Tel. No. (Mobile): |  |  |
|  |  |  | National Insurance No: |  |  |
| Postcode: |  |  | Driving licence: | Yes / No |  |
| Email Address: |  |  | Access/use of car: | Yes / No |  |

##### REFEREES

|  |
| --- |
| Please nominate two persons who are familiar with your work in a supervisory or managerial capacity, at least one of whom should be your present or most recent employer. References provided by friends or relatives will not be accepted. |
| 1. Name: |  |  | 2. Name: |  |  |
| Company: |  |  | Company: |  |  |
|  Position: |  |  |  Position: |  |  |
|  Address: |  |  |  Address: |  |  |
|  |  |  |  |  |  |
|   |  |  |   |  |  |
|  Postcode: |  |  |  Postcode: |  |  |
|  Relationship: |  |  |  Relationship: |  |  |
|  Tel. No: |  |  |  Tel. No: |  |  |
| Email Address: |  |  | Email Address: |  |  |

References are usually sought for the successful candidate(s) only after the interview has taken place.

**EDUCATION**

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| --- |
| **Results in GCE/GCSE & A Level (or equivalent)**  |
| **Subjects Passed** | **Level Attained** | **Grade** | **Year** |
|  |  |  |  |

##### FURTHER EDUCATION

|  |  |  |
| --- | --- | --- |
| **Degree / Diploma / Certificate** | **Year Obtained** | **Exams To Be Taken** |
|  |  |  |

##### PROFESSIONAL QUALIFICATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Professional Body** | **Qualifications/****Grade of Membership** | **Date of Membership** | **Current Member****Yes / No** |
|  |  |  |  |

##### EMPLOYMENT HISTORY – PRESENT POST

|  |  |
| --- | --- |
| **Name & Address of Present Employer** | Position Held: Commencement Date: Current Salary / Wage: Period of Notice Required: Reason for Leaving:  |
| Type of Contract (please delete) Permanent / Fixed Term / Temporary |
| Summary of Duties of Post (include number and grades of staff for whom you are responsible if applicable) |

##### PREVIOUS EMPLOYMENT

|  |
| --- |
| Please list all your previous posts beginning with the most recent. Should there be gaps in your employment history through changing jobs or being unemployed please detail these also. |
| **Name & Address of Employer** | Position Held | **Brief Outline of Main Duties** | **Period of Employment Months/Years** | **Reason for Leaving** |
|  |  |  | **From** | **To** |  |
|  |  |  |  |  |  |

##### PREVIOUS EMPLOYMENT – CONTINUATION SHEET

|  |
| --- |
| We shortlist only on the information which you provide on this application form. Please state below how you meet the below essential & desirable criteria laid down for this post. (Please continue on additional sheets, if necessary). |
| **Essential Criteria**1. **Please provide evidence of the following: A minimum of 3 years' experience of office management.**
 |
| **Essential Criteria**1. **Please provide evidence of your experience using Microsoft Office tools and of maintaining effective communications.**
 |
| **Essential Criteria**1. **Please provide evidence of when you have multi-tasked, organised & prioritised your workload and collated information into reports.**
 |
| **Essential Criteria**1. **Please provide evidence of working with confidential information.**
 |
| **Desirable Criteria**1. **Please provide evidence of working in a small charity with volunteers and older people.**
 |
| **Desirable Criteria**1. **Please provide evidence of working with & maintaining GDPR, policies & procedures.**
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**CRIMINAL RECORDS CHECKS – PART A**

Rehabilitation of Offenders (Northern Ireland) Order 1978

Because of the nature of the work for which you are applying, the provision of Article 5 (2) of the Rehabilitation of Offenders (Northern Ireland) Order 1978 does not apply by virtue of the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979 (as amended). Applicants are therefore NOT entitled to withhold information on convictions which for purposes are ‘spent’ under the provisions of the 1978 Order. In the event of employment, any failure to disclose such convictions will result in termination of the appointment. Any information you give will, of course, remain strictly confidential. AGEnda may contact you for your permission to disclose such details if relevant to the position you are applying for.

Is there any reason why you cannot work in a regulated activity? YES NO

Have you ever been convicted of a criminal offence? YES NO

(IF YES, COMPLETE PART B)

**CRIMINAL RECORDS CHECK – PART B**

|  |  |  |
| --- | --- | --- |
| **DATE OF CONVICTION** | **OFFENCE** | **SENTENCE** |
|  |  |  |

**Signature: Date:**

|  |
| --- |
| How did you learn of this vacancy? |

**CANVASSING WILL DISQUALIFY**

Please ensure that you have completed all relevant parts of this application form as only applications containing the information sought will be considered.

Applications will only be accepted on the form provided. Late application will not be accepted.

The information in this application form will be held securely both manually and electronically on the AGEnda computer database in accordance with current Data Protection legislation. We will treat the information given in this application as confidential however applicants are advised that legal processes may require us to disclose the form to certain statutory bodies.

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**POLICY ON THE RECRUITMENT OF EX-OFFENDERS**

**POLICY STATEMENT**

1. **AGEnda complies fully with the Code of Practice, issued by the Department of Justice, in connection with the use of information provided to registered persons, their nominees and other recipients of information by Access NI under Part V of the Police Act 1997, for the purpose of assessing Applicant’s suitability for employment purposes, voluntary positions, licensing and other relevant purposes. We undertake to treat all applicants for positions fairly and not to discriminate unfairly or unlawfully against the subject of a Disclosure on the basis of conviction or other information revealed.**
2. **This policy is made available to all Disclosure applicants at the outset of the recruitment process.**
3. **AGEnda are committed to equality of opportunity (see separate Equal Opportunities Policy) to following practices, and to providing a service which is free from unfair and unlawful discrimination\*. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race, colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability, religious belief or political opinion, or is disadvantage by any condition which cannot be shown to be relevant to performance.**
4. **AGEnda actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on those who meet the required standard of skills, qualifications and experience as outlined in the essential and desirable criteria.**
5. **We will request an Access NI Disclosure only where this is considered proportionate and relevant to the particular position. This will be based on a thorough risk assessment of that position and having considered the relevant legislation which determines whether or not a Standard or Enhanced Disclosure is available to the position in question. Where an Access NI Disclosure is deemed necessary for a post or position, all applicants will be made aware at the initial recruitment stage that the position will be subject to a Disclosure and that AGEnda will request the individual being offered the position to undergo and appropriate Access NI Disclosure check.**