

Dear Applicant

**RE: Post of Healthy Cities Programme Officer**

To help you with your application, you should read the following before completing your form.

We do not accept Curricula Vitae (CVs). Therefore, it is important that you fully complete each section of our application form, giving the information requested.

LATE APPLICATIONS WILL NOT BE ACCEPTED EVEN IF DELAYED DUE TO TECHNICAL REASONS.

It is the responsibility of each candidate to ensure that all such information is provided. Candidates who fail to provide sufficient information on which a panel might determine their eligibility for the post will not be shortlisted.

You should complete the application form in black ink or in typescript.

We have an equal opportunity policy and endeavour to ensure that selection for jobs, training and promotion is carried out fairly and based on job related criteria. In order for us to properly assess your application, it is important that you complete the form as fully as possible, demonstrating how your skills/experience relate to those described in the advert and Person Specification. The panel may enhance the criteria in order to facilitate short-listing of the post. The panel will shortlist only on the basis of the information provided on your application form.

We also need to monitor the effectiveness of our policy. I would therefore ask you to complete the enclosed monitoring form and return with your completed application form.

**The Equal Opportunities Monitoring form is regarded as part of your application and failure to complete and return it will result in disqualification.**

The **closing date** for receipt of application forms **is Monday 24 May 2021, 16.00** and applications received after this date will not be considered. Please forward all completed applications to [caroline@belfasthealthycities.com](mailto:caroline@belfasthealthycities.com)

If you have any disability which prevents you from completing the application process, please contact me to discuss what further assistance you require.

The successful candidate will be required to provide proof of essential qualifications and also provide documentary evidence of their eligibility to work in the United Kingdom. We are also committed to adhering to the Access NI Code of Practice in relation to requesting disclosure checks where appropriate and processing information in accordance with the code. I would like to thank you for the interest you have shown in this post and I look forward to receiving your application form.

Yours sincerely

Caroline Scott

Thank you for your interest in Belfast Healthy Cities.

We look forward to receiving your completed application form and monitoring form.

**Application for Employment – Healthy Cities Programme Officer**

**APPLICATION FOR EMPLOYMENT**

**PRIVATE AND CONFIDENTIAL**

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| **Position** |  |
| **Location** |  |

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| **APPLICANT DETAILS** | | | |
| **Surname:** |  | **Forename(s):** |  |
| **Home Address:** |  | | |
| **Postcode:** |  | **Email:** |  |
| **Home Number:** |  | **Mobile Number:** |  |
| **National Insurance Number:** | |  | |
| **Reasonable Adjustments**  Please provide details of any special arrangements/ adjustments in relation to either communications or access requirements if invited to interview | |  | |
| **Driving Licence**  Do you hold a full, clean driving licence valid in the UK | |  | |
| This criterion may be wavered if a disability prohibits driving. In this case you must have access to a form of transport which allows you to fulfil the requirements of the job in full. If appropriate, please indicate how you would meet this requirement. | | | |
| **Right to work in the UK**  Do you need a work permit to work in the UK?  As required under legislation, we will require you to present documentary evidence to confirm your right to work in the UK. *E.g. Your Passport or other Official Documentation confirming your National Insurance Number and your Full Birth Certificate or any other eligible documentation* | |  | |

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| **APPLICANT EDUCATION / QUALIFICATIONS** |

## Relevant secondary/further education - GCSE, O-Level, A-Level, NVQ, Secretarial or equivalent

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| **Subject** | **Examining Body** | **Level Attained** | **Grade** | **Year** |
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**Relevant third level education and above**

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| **Degree/Diploma/Certificate** | **Result** | **Date Obtained** |
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**Relevant membership of professional bodies** (and courses attended)

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| **Date To/From** | | **Details** | **Grade of Membership** |
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| **3 APPLICANT EMPLOYMENT HISTORY – CURRENT** |
| **Current Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

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| --- | --- | --- | --- | --- |
| **Name of Current Employer** | |  | | |
| **Employment Date** | **From** |  | **To** |  |
| **Address of Current Employer** | |  | **Postcode** |  |
| **Current Position / Job Title** | |  | | |
| **Notice Period** | |  | | |
| **Salary and Benefits on leaving post** | |  | | |
| **Reason for Leaving** | |  | | |
| **Notice Period** | |  | | |
| **Contact Name of Line Manager for**  **reference** | |  | | |
| **Key Duties and Responsibilities:** Please use this to also note any additional Information (any other relevant information you feel may be relevant): | | | | |
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| **4 APPLICANT EMPLOYMENT HISTORY – PREVIOUS** |

**Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first.

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| **Name of Employer** | |  | | |
| **Employment Date** | **From** |  | **To** |  |
| **Address of Current Employer** | |  | **Postcode** |  |
| **Current Position / Job Title** | |  | | |
| **Notice Period** | |  | | |
| **Salary and Benefits on leaving post** | |  | | |
| **Reason for Leaving** | |  | | |
| **Notice Period** | |  | | |
| **Contact Name of Line Manager for**  **reference** | |  | | |
| **Key Duties and Responsibilities:** Please use this to also note any additional Information (any other relevant information you feel may be relevant): | | | | |
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| --- | --- | --- | --- | --- |
| **Name of Employer** | |  | | |
| **Employment Date** | **From** |  | **To** |  |
| **Address of Current Employer** | |  | **Postcode** |  |
| **Current Position / Job Title** | |  | | |
| **Notice Period** | |  | | |
| **Salary and Benefits on leaving post** | |  | | |
| **Reason for Leaving** | |  | | |
| **Notice Period** | |  | | |
| **Contact Name of Line Manager for**  **reference** | |  | | |
| **Key Duties and Responsibilities:** Please use this to also note any additional Information (any other relevant information you feel may be relevant): | | | | |
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| **Name of Employer** | |  | | |
| **Employment Date** | **From** |  | **To** |  |
| **Address of Current Employer** | |  | **Postcode** |  |
| **Current Position / Job Title** | |  | | |
| **Notice Period** | |  | | |
| **Salary and Benefits on leaving post** | |  | | |
| **Reason for Leaving** | |  | | |
| **Notice Period** | |  | | |
| **Contact Name of Line Manager for**  **reference** | |  | | |
| **Key Duties and Responsibilities:** Please use this to also note any additional Information (any other relevant information you feel may be relevant): | | | | |
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**5 GAPS IN EMPLOYMENT**

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| **From** | **To** | **Reason for Gap** |
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| **6 INFORMATION IN SUPPORT OF YOUR APPLICATION** |
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| **Skills, abilities and experience**  Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. |
| **Essential Criteria** |
| Q1: Qualification  Degree and three years’ relevant experience OR five years’ relevant experience |
| Q2: Please detail your experience of design and delivery of public events/workshops/training events that engage a wide range of stakeholders |
| Q3: Ability to work with senior public sector officers, community organisations, developing and maintaining networks at all levels, establishing personal credibility |
| Q4: Proficient in computer skills with a working knowledge of Microsoft Word; Outlook; Microsoft PowerPoint and Excel/Access Databases- Please detail |
| Q5: Willing to participate in UK/Ireland/European meetings/Conferences or Working Groups as identified |
| Q6: Demonstrate a commitment to equal opportunities and anti-discriminatory practices |
| Q7: Willing to be flexible in respect of working hours |
| Q8: Ability to work within the aims and objectives of Belfast Healthy Cities |
| **Include any further information in support of your application (Max 200 words)** |

**For Office Use Only**

### **7 REFEREES**

Please give the details of two referees of persons who must not be related to you. One of which must be from your current or most recent post. Referees will not be contacted prior to offer of appointment.

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| Referee Name |  | Referee Name |  |
| Position |  | Position |  |
| Company Name |  | Company Name |  |
| Address |  | Address |  |
| Email |  | Email |  |
| Telephone No |  | Telephone No |  |

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| **8 DECLARATION** |

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| I declare that all the foregoing statements are true, complete and accurate.  I understand that if I give wrong information or leave out important information I could be dismissed if I take up this job.  I understand that to take up this job I must have satisfactory references, and ACCESS NI check (if applicable).  I understand that I may be asked to show some formal identification and evidence of qualifications if required.  I confirm that as far as I know there are no medical reasons which would stop me from carrying out the duties of this job.  I agree to you making any necessary enquiries during the recruitment and selection process I understand that canvassing will disqualify me from the selection process for this job. | | | | |
| Signed |  | Date |  |