

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 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.

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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, 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 confidentially.

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.

Please ensure you complete all sections of this form and provide your signature where requested, as incomplete applications will not be considered.

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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?	
Please state your preferred location of work, Belfast or L'Derry.	

2. Education and Qualifications

(Please continue on a separate sheet, if required)

From	To	Type of School	Examinations Taken	Qualifications / Grades Attained

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3. Further / Higher Education

(Please continue on a separate sheet, if required)

From	To	Name of Institution	Examinations Taken	Qualifications / Grades Attained

4. Membership of Professional Organisations

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

5. Employment History

(Please continue on a separate sheet if required)

Name & Address of Employer and Nature of Business	Dates of Employment	Final Salary & Reason for Leaving
Job Title	Main Responsibilities	
Name & Address of Employer and Nature of Business	Dates of Employment	Final Salary & Reason for Leaving
Job Title	Main Responsibilities	

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Job Title	Main Responsibilities	
Name & Address of Employer and Nature of Business	Dates of Employment	Final Salary & Reason for Leaving
Job Title	Main Responsibilities	

6. Training

Details of RELEVANT training courses attended, and awards achieved, including dates.

7. Suitability for this position

ESSENTIAL CRITERIA

A training qualification or a qualification that is deemed to be relevant to the work of the post

OR

Evidence of a minimum of three years practical experience delivering accredited training programmes

Experience of working with people not in education, employment or training and being able to demonstrate a knowledge of the issues facing unemployed people

Experience and a proven track record of developing effective partnerships

Excellent customer service and interpersonal skills.

Fully proficient at using IT systems, with a good working knowledge of Microsoft Windows and Office packages

Excellent verbal and written skills, including the ability to communicate effectively at all levels

Experience of risk management and appreciation of Health and Safety issues

Willingness to undertake regular travel between Belfast and L'Derry and to work out of office hours, where necessary

DESIRABLE CRITERIA

Experience of producing training and information material in a range of media

A horticulture qualification

A First Aid qualification

Experience of developing training products and new projects

Experience of managing budgets

Experience of and ability to use project management systems

Experience of working with stakeholders from a variety of different sectors
Knowledge of the issues facing communities in Northern Ireland

8. 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?		

<p>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?</p>		
<p>Please give details of any voluntary organisations, committees, councils or professional bodies with which you are involved.</p>		
<p>Current notice required.</p>		
<p>Please state where you saw the job advertised.</p>		

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.

9. Private and 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:	Job Title:
Organisation:	
Full address:	
Postcode:	
Mobile Tel. No.:	Email:
Can this person be contacted before an offer is made and accepted?	
Name:	Job Title:
Organisation:	

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Full address:

Postcode:

Mobile Tel. No.:

Email:

Can this person be contacted before an offer is made and accepted?

Name:

Job Title:

Organisation:

Full address:

Postcode:

Mobile Tel. No.:

Email:

Can this person be contacted before an offer is made and accepted?

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Equal Opportunities Monitoring Questionnaire

Ref: GH_HT1121

Groundwork NI is an equal opportunities employer, and we want to ensure that all job applicants are treated fairly and appointed only on the basis of their suitability for the job. We also seek 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.

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	<input type="checkbox"/>	Female	<input type="checkbox"/>	Other	<input type="checkbox"/>
Disability:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		

Ethnic Background:

Asian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Irish Traveller	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
White	<input type="checkbox"/>	Mixed ethnic group	<input type="checkbox"/>

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	<input type="checkbox"/>
I am a member of the Roman Catholic community	<input type="checkbox"/>
I am a member of neither the Protestant nor Roman Catholic community	<input type="checkbox"/>

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 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.

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

Ref: GH_HT1121

All applicants must complete this form.

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

Commitment to Fair Selection

Groundwork NI 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 (and such equivalents as applicable in Northern Ireland), for the purposes 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.

Rehabilitation of Offenders (Exceptions) Order (Northern Ireland)

Your duties in relation to this post may mean that you will have access to children and adults at risk, therefore, you must disclose ALL criminal convictions including those you may regard as spent. In addition, you must disclose any information relating to outstanding charges.

Have you ever been convicted of a criminal offence, Yes No
spent or not as defined in the above Act?

Or are there any charges outstanding? Yes No
If yes, please give details of date(s), offence(s) and sentence(s) passed:

Please provide any other information you feel may be 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.

Please also confirm that you are not listed on either of the following lists

- 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 this form 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 Director of Corporate Services, 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 score, and separate arrangements will be made to discuss any criminal convictions.

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; however, we must ensure that the offence(s) that led to conviction(s) is/are not manifestly incompatible with the post in question.

Declarations

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 Trust 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 an 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 any offer of employment, or if employed dismissal.

I confirm I am not subject to immigration control (Asylum and Immigration Act 1996)

Name (capitals): _____

Signed: _____ **Date:** _____

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 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.

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Name (capitals): _____

Signed: _____ Date: _____