**APPLICATION FORM**

**Post: Choir Co-ordinator (Fixed term contract for 10 months)**

**Ref: CC / / December 19**

Please complete your Application Form as fully and concisely as possible. You should use this form to highlight relevant and appropriate experience with regard to the Essential Criteria outlined in the Person Specification. Candidates will be shortlisted on the basis of information contained in this application.

If you need to continue any section onto a separate sheet, please mark that sheet clearly with the number of the section to which it refers. Do not enclose any material other than that requested.

In order to be considered for this post, a signed hard copy of your completed Application Form must be returned by our closing date of **5.00pm on Wednesday 18 December 2019**

Completed Application Forms should be forwarded to:

**Patricia Barrett**

**Head of Administration**

**Cancer Focus Northern Ireland**

**40-44 Eglantine Avenue**

**Belfast**

**BT9 6DX**

**Please Complete All Sections**

1. **Personal Details**

|  |  |  |
| --- | --- | --- |
| **Surname:**  (Block Letters) | **Forename(s):**  (Please underline name by which you are known) | **Title:**  (Mr / Mrs / Miss / etc) |
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| --- | --- | --- | --- |
| **Home Address:** | | **Address for Correspondence:** | |
|  | |  | |
| **Post Code:** |  | **Post Code:** |  |

|  |  |  |
| --- | --- | --- |
| **Contact Numbers:** | | **Health:** |
| **Home:** |  | **Please give particulars of any illness or injury which incapacitated you for a period of more than seven days over the past two years:** |
| **Mobile:** |  |
| **Office:** |  |
| **Email:** |  |
| **Do you hold a full, current driving licence with business insurance and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post in full?**  Yes / No | |

1. **Education and Qualifications**

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| --- | --- | --- | --- |
| **From:** | **To:** | **School / College / University:** | **Qualifications:**  (Subjects / Grades / Classification) |
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**Relevant Courses Attended:**

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| --- | --- | --- |
| **Date:** | **Course:** | **Qualifications** |
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|  |  |  |
| --- | --- | --- |
| **Date:** | **Course:** | **Qualifications** |
|  |  |  |

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| **Membership of Professional Bodies / Associations:** |
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1. **Experience**

This section should be an outline of your career to date, including your current employment (list in reverse chronological order).

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| --- | --- | --- | --- | --- |
| **Employer Name and Nature of Organisation:** | **Position Held and Description of Main Responsibilities:** | **Date**  **From:** | **Date To:** | **Reason for Leaving:** |
|  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Employer Name and Nature of Organisation:** | **Position Held and Description of Main Responsibilities:** | **Date**  **From:** | **Date To:** | **Reason for Leaving:** |
|  |  |  |  |  |

1. **Selection Criteria:**

In each of the following sections, please state how you meet with particular criteria sought, giving examples and specifying dates as appropriate.

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| --- | --- |
| **4.0** | 5 GCSE’s (or equivalent) at grade C or above including Maths and English |
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| --- | --- |
| **4.1** | Experience of facilitating a large group involving high levels of communication |
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| --- | --- |
| **4.2** | Organizational skills and excellent administrative experience |
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| --- | --- |
| **4.3** | Good knowledge of Microsoft office software and outlook |
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| **4.4** | Familiar with use of social media |
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| --- | --- |
| **4.5** | Excellent communication skills and ability to build good working relationships with individuals and organisations |
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| --- | --- |
| **4.6** | Warmth and empathy |
|  |  |
| **4.7** | Ability to work well within a team andability to use own initiative |
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| --- | --- |
| **4.8** | Hold a full current driving license and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post |
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| --- | --- |
| **4.9** | **Please detail below in what way you meet any of the desirable criteria listed on the job description. This information may be used to shortlist your application** |
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1. **Information in Support of this Application:**

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| --- |
| **Please provide any additional information which you feel is relevant to this application (continue on a separate sheet if necessary)** |
|  |

**6. Additional Information:**

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| --- |
| **Please give details of any convictions for criminal offences, which are not, regarded as “spent” convictions under the Rehabilitation of Offenders (NI) Order 1978 (include nature of offence and sentence) Having a criminal record will not necessarily debar you from working with Cancer Focus Northern Ireland. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a disclosure certificate or provided directly to us by the PSNI.** |
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| --- | --- | --- | --- |
| **Current Salary:** |  | **Length of Notice:** |  |

**Referees:**

Any offer of employment is subject to references. Please give below the names of two persons not related to you, to whom reference may be made. One of the referees must be your current or most recent employer and both should be able to comment on the applicant’s ability to carry out the particular tasks of the job.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |  |  | **Name:** |  |
| **Occupation:** |  |  | **Occupation:** |  |
| **Address:** |  |  | **Address:** |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Telephone No:** |  |  | **Telephone No:** |  |

**Declaration:**

I declare that to the best of my knowledge, the information given is honest and accurate. I understand that any willful misstatement or mission renders me liable to disqualification or, if appointed, to dismissal.

I understand that the appointment is subject to receipt of satisfactory reference, the verification of qualifications required for the post (as per the Personnel Specification) and relevant disclosure check.

Is there any reason why you cannot work in regulated activity?

If the answer is “Yes” please give details

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Please be advised that Cancer Focus NI adheres to the Access NI Code of Practice and has a policy on the recruitment of ex-offenders and the handling, use, retention and disposal of disclosure information. Copies of these documents are available upon request from the Head of Administration.

I hereby give consent for the information on this form to be collected, stored and processed in accordance with the provisions of the Data Protection Act 1998.

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| --- | --- | --- | --- | --- |
| **Signed:** |  |  | **Dated:** |  |