



### Education and Qualifications

Please list all Secondary level and further and higher education qualifications, including dates obtained, grades and classifications.

<b>Date obtained</b>	<b>School / University</b>	<b>Qualification</b>	
<i>mm/dd/yy</i>		<i>subject</i>	<i>Grade / classification</i>

### Professional qualifications

<b>Date obtained</b>	<b>Awarding body</b>	<b>Qualification</b>	
<i>mm/dd/yy</i>		<i>Subject / course</i>	<i>Grade / classification</i>

### Membership of professional institutions / associations

Please provide details of professional memberships, including duration, type, institutional details, etc.

### Employment history

This section should contain an outline of your career in the last ten years, starting with your current, most recent employment. Please ensure text fits within allotted space - continuation sheets are not accepted.

Employer name	Nature of organisation	Dates of employment (mm/dd/yy) <i>commenced ended</i>	Job title & Duties (in brief)	Reason for leaving
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**Employment history continued**

This section should contain an outline of your career in the last ten years, starting with your current, most recent employment. Please ensure text fits within allotted space - continuation sheets are not accepted.

Employer name	Nature of organisation	Dates of employment (mm/dd/yy) <i>commenced ended</i>	Job title & Duties (in brief)	Reason for leaving
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**Miscellaneous**

**Do you have any criminal convictions?** If yes please provide details of any convictions below

Yes No

**Do you currently hold a full driving license?** Yes No

**Do you consider yourself to have a disability?** Yes No

If Yes, is there anything we need to know about your disability in order to offer you a fair selection interview, e.g. communications / correspondence; access facilities, etc.

**Current / most recent salary (per annum £):**

**Length of Notice required from current employer:**

**Where did you hear about this vacancy?**

Job centre      NICVA website (community NI)      Other:

**References**

Please give the names and addresses of two referees, one of whom should be your current or most recent employer. Referees will not be contacted until a provisional offer is made.

Title:	Title:
Name:	Name:
Job title:	Job title:
Organisation:	Organisation:
Address line 1:	Address line 1:
Address line 2:	Address line 2:
City / town:	City / town:
Post code	Post code
Telephone	Telephone
Email	Email

### Information for Sifting Purposes

The following section asks you to demonstrate how you meet the essential and desirable criteria as specified in the personnel specification for this role.

**Essential Criteria:** please give details of how you fulfil the essential criteria detailed for this post.

### Information for Sifting Purposes

**Essential Criteria (contd.):** please give details of how you fulfil the essential criteria detailed for this post.

### Information for Sifting Purposes

**Desirable Criteria:** please demonstrate clearly how you fulfil the Desirable criteria detailed for this post.

### Information for Sifting Purposes

**Desirable Criteria (contd.):** please give details of how you fulfil the desirable criteria detailed for this post.

### **Additional information**

Please provide any additional comments to support your application.

### **Declaration**

The statements given by me on this application are to the best of my knowledge and belief true. I understand that deliberate falsification of factual information may prejudice my application or lead to an offer of appointment being withdrawn.

**Signature:**

**Date:**

*Please note: typed name / electronic signature will be accepted as substitute for signature. Applicants accepted for interview will be required to forward a signed hard copy of their form.*