**APPLICATION FORM**

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| **Position:** | Sustainability Officer | **Applicant ref:** |  |

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| **Where did you hear about this position?** | SNI website | Community NI | Social Media | Other |
| **Closing date/time** | Friday 6 August at 5:00 pm | | | |
| **Return application to:** | E-mail: info@sustainableni.org | | | |

Please print clearly in black ink or complete in font size 11 and do not change the format of the application form. **Incomplete applications will not be accepted.**

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| **Personal details** |

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| Forename |  |
| Surname |  |
| Full postal address |  |
| Town |  |
| Postcode |  |
| Home telephone number |  |
| Mobile telephone number |  |
| E-mail |  |
| National Insurance number |  |
| Do you require a work permit to work in the UK? | Yes No |
| Do you have a full current driving license?  Car/access to a form of transport available for business use | Yes No  Yes No |
| Date available to start work? |  |
| Current salary | £ |
| Please inform us about any special arrangements or adjustments that you may need us to put in place for you in the event you are invited to attend for interview. If you would prefer to discuss this, please contact us as soon as possible. | |
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| **References** | |

Please name two referees (not relatives) and at least one of who should have knowledge of your present work and be in a supervisory/managerial capacity. (Please note that one of these references needs to be from your current/previous employer).

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| **Referee 1** | | |
| **Name** |  | |
| **Job title** |  | |
| **Organisation** |  | |
| **Address** |  | |
| **Town** |  | |
| **Postcode** |  | |
| **Contact number** |  | |
| **E-mail address** |  | |
| **Can we contact this referee immediately without prior arrangement with you?** | | Yes No |

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| **Referee 2** | | |
| **Name** |  | |
| **Job title** |  | |
| **Organisation** |  | |
| **Address** |  | |
| **Town** |  | |
| **Postcode** |  | |
| **Contact number** |  | |
| **E-mail address** |  | |
| **Can we contact this referee immediately without prior arrangement with you?** | | Yes No |

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| **Education** |

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| **Secondary Education (Schools, Colleges etc…)** | **Dates from/to** | **Subject(s)** | **Grade** |
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| **Further Education** |

Give details of all further education beginning with the most recent

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| **College/University** | **Dates from/to** | **Subject** | **Grade** |
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| **Further Education/Qualifications/Formal Training** | | | |

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| **Courses** | **Dates from/to** | **Subject(s) taken** | **Grade** |
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| **Professional Membership(s)** |
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| **Employment History** |

Beginning with your most recent employer, list details of your employment history including any periods of unemployment and continue on an additional sheet if necessary

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| **Employer name, address, telephone number and contact name** | **Dates of employment** | **Position held and brief description of duties, targets and achievements** | **Reason for leaving** |
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I hereby give permission to contact the employers listed above concerning my prior work experience (If there is a particular employer(s) you do not wish us to contact, please indicate).

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As part of the application process, you are required to provide specific examples of how you meet the essential criteria. The information you provide will be used for shortlisting. Failure to provide sufficient information/detail may mean that your application will not be shortlisted.

**Please complete the following questions, indicating how you meet the criteria, providing relevant examples and how you would apply this to the role.**

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| **1.** | Briefly outline your experience to date and how you feel it relates to this role as outlined in our job description and the person specification |

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| **2.** | Outline your experience of providing support to a team of people and how you managed your workload and worked on your own initiative when required |

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| **3.** | Outline your knowledge of current sustainable development and environmental policies and issues, giving specific details of your experience in this field |

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| **4.** | Outline your experience dealing with a range of external contacts and stakeholders at all levels and how you feel it demonstrates your excellent interpersonal and networking skills |

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| **5.** | Give an example of when you demonstrated excellent project management skills |

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| **Declaration** |

I hereby declare that the statements contained in this application are, to the best of my knowledge true and correct. I agree that any misrepresentation by me will lead to the withdrawal of any offer of employment.

I consent for the information on this form will be collected, stored and processed by Sustainable NI in line with the Fair Employment and Treatment (NI) Order 1998 and provisions of the Data Protection Act (1998) and GDPR regulations (2018). I understand that my applications will be stored for up to a 12-month period in line with the above legislation.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Confidential: Employee Monitoring Questionnaire** | | | | | |
| **Position:** | Sustainability Officer | | **Ref:** |  | |
| Community background | | | | | |
| We are an Equal Opportunities employer. It is our policy not to discriminate on any grounds including religious belief, political opinion, race, colour, nationality, sex, sexual orientation, marital status, disability and age. We practice equality of opportunity in employment and select the best person for the job.  To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our employees, as required by the Fair Employment Act 1989.  Regardless of whether we practice our 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 in the appropriate box below: | | | | | |
| I am a member of the Protestant community | | | | |  |
| I am a member of the Roman Catholic community | | | | |  |
| I am a member of neither the Protestant nor Roman Catholic community | | | | |  |
| If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/CV. | | | | | |
| Gender | | | | | |
| Please indicate whether you are: | | Female  Male | | | |

**Note:** If you answer these questions about community background and sex 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.