**CENTRE FOR GLOBAL EDUCATION**

***Application Form***

Please typescript your application and limit your answers to the stated word limit. Please use Calibri and a font size no smaller than 11 points. We will not accept CVs or appendices of any description. If you have a disability which precludes you from completing the application form, please contact Orla Devine on 028 90 241 879, for alternative arrangements and/or reasonable adjustments to be made.

Post: Project Officer

Closing date: 10am Monday 19th August 2019

1. Personal Details

**Mr/Ms/Miss/Mrs (delete as appropriate)**

**Surname: Forename(s):**

**Home Address:**

**Telephone Number (home): (mobile):**

**Email Address:**

**2. Education (Please do not include dates.)**

|  |  |  |
| --- | --- | --- |
| **Subjects passed at ‘O’ Level/GCSE (Equivalent)** | **Subjects passed at ‘A’ Level/GCSE (Equivalent)** | |
| **Degrees or diplomas and institutions attended** | | |
| **PROFESSIONAL QUALIFICATIONS** | | |
| Name of professional body or bodies | (i) By Examination  and Result | (ii) By Election |

**3. Employment Experience**

Please give details below of previous and / or current positions, beginning with your most recent appointment.

|  |  |  |
| --- | --- | --- |
| **Duration of appointment**  (start and end dates) | **Employer name and Address** | **Position Held** including a brief description of  duties and responsibilities. |
|  |  |  |
| **Notice required** |  | |
| **Present Salary** |  | |
| **Reason for leaving** |  | |

|  |  |  |
| --- | --- | --- |
| **Duration of appointment**  (start and end dates) | **Employer name and Address** | **Position Held** including a brief description of  duties and responsibilities. |
|  |  |  |
| **Salary** |  | |
| **Reason for leaving** |  | |

|  |  |  |
| --- | --- | --- |
| **Duration of appointment**  (start and end dates) | **Employer name and Address** | **Position Held** including a brief description of  duties and responsibilities. |
|  |  |  |
| **Salary** |  | |
| **Reason for leaving** |  | |

|  |  |  |
| --- | --- | --- |
| **Duration of appointment**  (start and end dates) | **Employer name and Address** | **Position Held** including a brief description of  duties and responsibilities. |
|  |  |  |
| **Salary** |  | |
| **Reason for leaving** |  | |

**4. Other Relevant Employment Experience**

Please give dates, name of employer, and a brief description of duties and responsibilities.

**5. Additional Training & Qualifications**

Please give details of any other training you have received or qualifications gained.

**Important guidance information for completion of this form:**

Drawing upon all of your experience from work or on a voluntary basis, demonstrate how you meet each criterion for this post.

In responding to the criteria below, it is essential that you describe fully how and to what extent you meet the experience sought by providing clear information and examples. In response to each criterion which requires experience of a certain length, you must specify the **job role, organisation name and relevant dates** of the experience gained.

It is not appropriate to simply list various posts you have held with no examples or descriptions of the experience gained as the selection panel will not make assumptions on job titles or the nature of the organisation as to the experience gained. Shortlisting for this post will be undertaken using only the information you have provided in response to each criterion below.

***Please remember it is the quality of the examples given along with precise details of where and when the experience was gained which matter, not the length of the response.***

**6. Essential Criteria**

**You are required to respond to each criterion below in no more than 150 words for each one.**

**Qualifications**

* **GCSE English and Maths A-C & a relevant qualification related to administration, IT or training/ event management.**

**Experience**

**A minimum of 3 years’ experience of/in:**

* **Providing administrative support within a busy office or project environment.**
* **Providing administrative support in the organisation and planning of events.**
* **Handling and processing information and maintaining databases and record systems.**
* **Working on time bound projects and to deadlines.**
* **Processing invoices and following financial procedures.**
* **Handling queries by phone and email.**

**7. Desirable Criteria**

**You are required to respond to each criterion below in no more than 100 words for each one.**

**Experience / Knowledge**

* **Experience of communicating with teachers and schools in a work context.**
* **Experience of coordinating freelance trainers.**
* **Experience of using surveymonkey or similar programmes for event registration.**
* **Experience of providing admin duties to support the promotion, organisation and planning of training events.**
* **Experience of working with website content management systems.**
* **Experience of working in the charity, voluntary or community sector.**
* **An interest in international development issues.**
* **An understanding of the formal education sector in Northern Ireland.**

**8. If appointed, when could you take up this position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**9. Referees**

**Please give the names, addresses and occupations of two referees who may be contacted to support your application for this position.**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Occupation** |  |
| **Telephone** |  |
| **Email** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Occupation** |  |
| **Telephone** |  |
| **Email** |  |

**10. Can we contact your referees in advance of interview if shortlisted? Tick one box.**

Yes [ ] No [ ]

**11. Eligibility to work in the UK**

Are you eligible to work in the UK? YES □ NO □

You will be required to provide documentation to support this claim (under Section 8 of the Asylum and Immigration Act 1996) if offered the post.

**DECLARATION:** I declare that the information set forth in this application form is, to the best of my knowledge, true and complete.

**Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Your application should be received by e-mail along with the completed monitoring form by **10am on Monday 19th August 2019**. E-mail your application to: [orla@centreforglobaleducation.com](mailto:orla@centreforglobaleducation.com).

**Data Protection Notice**

* We will keep your application form for 6 months.
* The legal bases that we use for processing are performance of a contract, to meet legal obligations, and where it is in our legitimate interest.
* We are required by law to process some sensitive personal data for equal opportunity monitoring purposes.
* You don't have to provide what we ask for in most cases, but it may affect your application if you don't provide information.
* We keep your information secure and access to your personnel file is limited to HR and senior management.
* We do not share your information with third parties other than as outlined in this notice, unless required to do so by law.
* Your information is not stored outside of the European Union or transferred to international organisations.
* You have the right to access your own information.
* If you have a data protection question or request please [contact](http://www.nicva.org/resource/nicva-staff-privacy-notice#contact-us) CGE Director, Stephen McCloskey on 028 90 241 879 or Stephen@centreforglobaleducation.com.