***GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM***

**Please read these notes carefully. Your application form plays an important part in our selection process. (The most important thing to remember is to tell us everything that you think is relevant to your application. We will not make assumptions).**

**Applicants must clearly demonstrate how they meet each criteria throughout the application form. It is not acceptable to simply restate the criteria. Applicants must give examples to demonstrate their experience under each criterion.**

**Completing the Application Form:**

1. After reading the personnel specification and job description think carefully about your application and consider to what extent you have the skills and experience necessary for the post.
2. Make a rough draft first, as this will avoid mistakes
3. Make sure your application form is well presented – illegible or incomplete forms WILL be disregarded.
4. Use a black ballpoint pen or type, black always shows up best when copied.
5. Make sure you address **all** of the points on the personnel specification. We will not make assumptions.
6. Take a copy of your form for your own record.
7. Incomplete forms will be withdrawn
8. Copies of all academic qualifications relevant to the post must be enclosed with your application form. (If copies are not available, please send original certificates and Ulster Badminton will copy these and return the originals to you)
9. Please separate the monitoring form and the disclosure of criminal convictions form from the application form and place them in a separate envelope marked for the attention of the Monitoring Officer.

MAKE SURE YOUR APPLICATION FORM IS POSTED OR DELIVERED TO ENSURE DELIVERY TO THE NATIONAL BADMINTON CENTRE BEFORE 4.00 pm on Friday the 13th August 2021. WE WILL NOT ACCEPT APPLICATIONS RECEIVED AFTER THE PUBLISHED DEADLINE TIME AND DATE. IF HAND-DELIVERING THE APPLICATION FORM PLEASE MAKE SURE YOU REQUEST A RECEIPT AS PROOF OF DELIVERY.

**IN CONFIDENCE**

**A P P L I C A T I O N F O R M**

**Schools & Clubs officer**

**Salary: £25,704 per annum**

In the initial consideration of candidates the information supplied by them plays a significant part in determining who should attend for interview. It assists to have that information in an orderly form and it ensures that the comparison is thorough and fair. **For this reason only information submitted on the application form will be considered.**  **CVs, additional sheets or any other information will not be accepted.**

It is therefore, in the candidate’s interest to complete this application form clearly, in black ink or type written with understanding and accuracy. **All sections of the form must be completed.**

Information given will be used only for the purposes of this application and will be treated in a confidential manner. The application form will be part of the selection criteria. Illegible forms will be withdrawn.

#### Instructions:-

i) The completed application form must be returned to The National Badminton Centre, **so as to** **arrive not later** **than 4.00pm, Friday 13th August 2021. CLOSING DATE FOR APPLICATION Application forms received by Ulster Badminton after the deadline date and time will not be accepted. If hand-delivering the application form please make sure you request a receipt as proof of delivery.**

ii) It must be returned to: ***Ref: SCO/0721/***

 The Monitoring Officer

 National Badminton Centre

 36 Belfast Road

 Lisburn

 BT27 4AS

iii) **Postal applications** should be posted to arrive at The National Badminton Centre on or before the date shown at (i) above

iv) Please complete the form in **black ink** or **type.**

v) Whilst the essential criteria of the Personnel Specification will be the basis for

 short-listing, elements of the desirable criteria may on occasions also be included. Forms that are illegible will not be included in the selection process.

1. Applicants selected for interview may be required to complete a test.
2. Please separate the monitoring form and the disclosure of criminal convictions form from the application form and place them in a separate envelope marked for the attention of the Monitoring Officer.
3. **Please note it is essential that applicants clearly demonstrate how they meet each criteria throughout the application form-It is not acceptable to simply restate the criteria.**

 **Additional sheets will not be used for shortlisting.**

|  |  |  |
| --- | --- | --- |
| **IN CONFIDENCE** |  | **REF: SCO*/0721/*JOB REF** |
|  |  |  |

|  |
| --- |
| **SECTION 1 - PERSONAL DETAILS** |
|  |  |
| **Surname:** |  |
| **Forename(s) in full** |  |
| **How do you wish to be addressed** | **Mr, Mrs, Miss, Ms**  **(Delete as appropriate)****Other Please Specify** |
| **Home Address (in Full)** |  |
|  |
|  |
| **Post Code:** |  |
| **Telephone No (including area code):** | **(Home)**  |
| **(Work)**  |
| **(Mobile)** |
| **Email Address** |  |
| **Address for correspondence if different from above:** |  |
|  |
|  |
| **National Insurance Number** |  |
| **Position Applied for** |  |
| **How did you hear about this vacancy?** |  |

**SECTION 2 - QUALIFICATIONS**

######

Give details of your qualifications, ie. CS, GCSE and/or others (please ensure you include the result/Grade)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Examining Body** | **Subject** | **Level, e.g, GCSE, NVQ, A-Level** | **Result / Grade****Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Degree or Post Grad Diploma, Certificate FULL-TIME / PART-TIME

 (a) Type of degree, diploma or certificate …………………………………………….

 (b) Class of degree, diploma ……………………………………………

 or certificate ............................………………

 (c) Main subjects ............................………………

 (d) Date of Award/ Date Completed ............................…………………………

Membership of Professional Associations:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Registration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional Qualifications

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Qualified:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 3 - EMPLOYMENT HISTORY:**

Please give particulars of all full-time employment since finishing your full-time education. You should start with the most recent and work back.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Employment** | **Name and Address of Employer** | **Position held** **Duties and Leaving Salary** | **Reason for Leaving** |
| **From** | **To** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**SECTION 3 – CONTINUED**

**CURRENT/ MOST RECENT EMPLOYMENT:**

In this section you should give further details of your **current or most recent** employment

|  |  |
| --- | --- |
| Date appointed |  |

Date Left (*if Applicable*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and reason for leaving) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Name and Address |  |
|  Of Employer |  |
|  |  |

###### Describe Main Duties and areas of responsibilities

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

|  |  |  |
| --- | --- | --- |
| Current Salary  | £ | Per annum |

|  |
| --- |
| State any other financial remuneration or allowances |
|  |

Does your present salary advance by annual increments? **YES/NO**

If so, what is the scale?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From |  | to |  | per annum. |

 What is your reason for wishing to leave?

|  |
| --- |
|  |
|  |

 If appointed what period of notice would you have to give?

|  |
| --- |
|  |

**SECTION 4.1 ESSENTIAL CRITERIA**

The following sections ask you to outline your qualifications and experience in relation to the essential and desirable criteria specified in the Personnel Specification. **It is not acceptable for the applicant simply to restate the criteria. E.g. “I have experience in using Microsoft Office”. Applicants must clearly demonstrate experience giving examples**.

|  |
| --- |
| **ESSENTIAL CRITERIA**  |
| **Qualifications and Attainments**Please provide information of how your qualifications meet the minimum requirement of:**1.1 - Educated to Degree or Equivalent in education, sport studies, community education or in another related area** |

|  |
| --- |
| **ESSENTIAL CRITERIA**  |
| Relevant ExperiencePlease provide information using examples to demonstrate how your experience to date meets the minimum criteria of:**2.1 – Minimum of 2 years demonstrable experience within the last 5 years in sports development, physical education, further or higher education, youth development or health** |
| **ESSENTIAL CRITERIA**  |
| **Qualifications and Attainments**Please provide information of how your qualifications meet the minimum requirement of:**2.3 - Experience of developing effective working relationships between a variety of agencies and organises** |

|  |
| --- |
| **ESSENTIAL CRITERIA**  |
| **Qualifications and Attainments**Please provide information of how your qualifications meet the minimum requirement of:**3.1 – Ability to develop strong relationships, installing confidence and leaving a positive impression on others** |

|  |
| --- |
| **ESSENTIAL CRITERIA**  |
| **Qualifications and Attainments**Please provide information of how your qualifications meet the minimum requirement of:**5.1 –** **Highly motivated to make a difference** |

**Additional sheets will not be accepted**

**Please Note:**

\* Only those applicants who clearly demonstrate relevant achievement, experience, knowledge and understanding of essential criteria **1.1, 2.1, 2.3, 3.1 and 5.1**will go forward to the next stage in the recruitment and selection process.

All other essential and desirable criteria will be assessed by selection test and/or interview

**SECTION 5 - REFERENCES**

 Please state the names of three referees, ***one of whom should be your employer.***

 **1 Name ......................................................**

 Address .................................................……

 .....................................………………….

 **Tel No:** …….………………………………………………………

 Occupation ........................................…………….. Relationship:

 **2 Name .....................................................**

 Address .................................................……

 ...............................................……..

 **Tel No**: …………………………………………………………….

 Occupation ..........................................………….. Relationship:

 **3 Name ..................................................…**

 Address .................................................….

 ..............................................……..

 **Tele No:** ………..…………………………………………………

 Occupation .........................................………….. Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 If applicable, may reference be made to your present employer?

 **Yes/No *(delete as applicable)***

**SECTION 6 – DECLARATION AND SIGNATURE**

I hereby certify and declare that:

 (a) I have read the Terms and Conditions of appointment pertaining to the position for which

 I now make application and that all the questions on this form have been accurately answered to

 the best of my knowledge and belief.

 (b) I have not canvassed any member or employee of Ulster Badminton, sought for or consented to any manner of canvassing to be undertaken on my behalf and that, from the date hereof, I will not undertake, seek or consent to any such canvassing.

 Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Please ensure that you have provided all the information for which you have been asked.

 A candidate found to have given false information or to have wilfully suppressed any material fact will be liable to disqualification or, if appointed, to dismissal.

 The Completed from should be returned to:

 H R Monitoring Officer

 Ulster Badminton

 National Badminton Centre

 36 Belfast Road

 Lisburn

 BT27 4AS

**NOTE: *Receipt of returned application form will not be acknowledged. Unsuccessful applicants will be informed following confirmation of an appointment.***