***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 Incomplete forms will be withdrawn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.

**IN CONFIDENCE**

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

**PARTICIPATION OFFICER**

**Salary: £20,000 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 via post, hand delivered or electronically to [enquiries@ulsterbadminton.com](mailto:enquiries@ulsterbadminton.com) **so as to** **arrive not later** **than 4.00pm, Monday 10th October 2022 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: PO/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.**

**SECTION 1 - PERSONAL DETAILS**

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

|  |  |
| --- | --- |
| **Surname:** |  |
| **Forename(s) in full** |  |
| **How do you wish to be addressed** | Mr, Mrs, Miss, Ms  (Delete as appropriate) |
| **Home Address (in Full)** |  |
| **Postcode** |  |
| **Telephone No (including area code):** | Work:  Home:  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. GCE/CSE/GCSE/RSA/OCR/NVQ etc 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** |
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Particulars of further education and professional/coaching qualifications

|  |  |  |
| --- | --- | --- |
| **Title of Degree/Diploma/Certificate/HNC/HND or Professional/ Coaching qualification** | **Subjects/Modules:** | **Result/Grade & date** |
|  |  |  |
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**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** |  |  |  |
|  |  |  |  |  |
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**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

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

|  |  |  |
| --- | --- | --- |
| 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?

|  |
| --- |
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**SECTION 4.1 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**.

**Qualifications and Attainments CRITERIA**

**ESSENCIAL CRITERIA** Please provide information of how your qualifications meet the minimum requirement of:

**1.1-** **Minimum of 3 A Levels or Above**

**ESSENCIAL CRITERIA** Please provide information of how your experience/s meet the minimum requirement of:

* 1. – **Previous Administration and/or coaching experience within a Council, Club, School or Community Environment**

**EXPERIENCE CRITERIA**

**ESSENCIAL CRITERIA** Please provide information of how your meet the minimum requirement of:

**4.1- Highly motivated with the ability to work on own initiative**

**OTHER CONSIDERATIONS CRITERIA**

**Please provide any other information which you consider to be relevant, including skills and expertise gained outside work**

**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, 4.1** 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:

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

Or directly emailed to [enquiries@ulsterbadminton.com](mailto:enquiries@ulsterbadminton.com) so as to arrive not later than **4.00pm, Monday 10th October 2022**

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

**DISCLOSURE OF CRIMINAL CONVICTIONS (Non Excepted)**

APPLICANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ POST: **Participation Officer**

**Please read this information carefully**

Statement of non-discrimination

‘Ulster Badminton is committed to equality of opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the role’. Any disclosure will be seen in the context of the job description, the nature of the offence and the responsibility for the care of existing clients/volunteers and employees.

Question

Below you are asked to disclose any criminal convictions except those which are considered ‘SPENT’ under the Rehabilitation of Offenders (NI) Order 1978. Having unspent convictions will not necessarily debar your application from being considered. To decide if your convictions are ‘SPENT’, please refer to the enclosed information.

Please state if there is any reason why you cannot work in a regulated activity:

Advice to Applicants

Please complete this disclosure form as accurately as possible and place in the ‘Confidential’ envelope provided along with your monitoring form, seal it and return it to the Monitoring Officer with your application form. The information provided will not be discussed at the shortlisting or interview itself and a separate arrangement will be made with you if clarification is required to discuss any issues around your disclosure before a final decision is reached.

If you have no convictions, please state NONE.

|  |
| --- |
| DATE OF CONVICTION OFFENCE SENTENCE |
|  |

Please provide any other information you feel may be of relevance such as:

* The circumstances of the offence
* A comment on the sentence received
* Any relevant development in your situation since then
* Whether or not your feel the conviction has relevance to this post.

|  |
| --- |
|  |

I declare that any answers are complete and correct to the best of my knowledge.

Signed: Date:

**Access NI**

A position will not be finalised until an Enhanced Access NI disclosure has been completed.

Accesses NI have a code of conduct that can be viewed by going to the Access NI web site.

A criminal record will not necessarily be a bar to obtaining the position.

Access NI has a code of practice which is available on request.

Ulster Badminton has a policy on the recruitment of ex-offenders. A copy is available on request

**Applicant name:**

**Applicant Signature:**

**Date:**