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***“… in the service of healing, peace and holistic well-being.”***

**Application for the post of General Manager**

**Notes: Please read the following prior to completing the Application Form**

* Applicants are required to return this form, fully completed, within the time frame indicated below.
* Candidates are reminded that CV’s submitted in connection with this post will not be accepted as a substitute for the fully completed Application Form.
* It is important that applicants demonstrate, on the Application Form, how they meet **all** the criteria as outlined in the person specification.
* Application Forms should be completed in **black ink** (either hand-written or typed).
* All application forms must be signed. **Any forms returned unsigned will not be considered.**
* If you wish to return the completed application form by e-mail, please print, sign and scan to: recruitment@taraomagh.com

Alternatively, completed forms can be returned to the address detailed below.

* Prior to and as a condition of being offered employment the potentially successful applicant will be required to satisfactorily complete **one or more** of the following: -
  1. a disclosure of criminal convictions under the Rehabilitation of Offenders (NI) Order 1978,
  2. an application form to Access NI for an Enhanced Disclosure and Barred List check,
  3. a check under the Protection of Children and Vulnerable Adults (NI) Order 2003 as amended by the Safeguarding Vulnerable Groups NI Order 2007 (as amended by the Protection of Freedoms Act 2012), (the duties of the post constitute regulated activity under the SVG (NI) Order 2007), and/or
  4. any other criminal records check required by the Tara Centre in order to ensure that it complies with its obligations towards users of the service.
* A Form in relation to the Declaration of Criminal Convictions, Cautions & Bind-Over Orders will be sent out to the potentially successful applicant for completion at the appropriate time. Unprejudiced consideration will be given to applicants who declare conviction, unless the offence is incompatible with the position.

Where consent to carry out an Access NI Check is not provided, the recruitment/selection process will not proceed for you and you will no longer be considered eligible for appointment.

* Prior to and as a condition of being offered employment the potentially successful applicant will also be required to provide photographic identification and, if relevant, evidence of her/his right to work in Northern Ireland.
* Completed Application Forms must be returned by:

**5.00pm on Monday 28th March at 12 noon.** to the address below:

**F.A.O: The Assistant Manager**

**Tara Centre, 11 Holmview Terrace, Omagh, BT79 0AH**

* **OR By e-mail: recruitment@taraomagh.com**

**Application Forms received after the above time and date will not be considered.**

**Application Form**

**Please complete in BLACK INK**

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| **Position Applied for: Administrator** | **Ref No:** | **Date:** |
| 1. **Personal Details** |  |  |
| Surname: | Forenames: | Title:(Mr/Mrs/Ms/Miss/Other) |
| Address: | Contact Telephone number: | |
|  | Mobile: | |
| County: | Home: | |
| Country: | Work e-mail: (optional) | |
| Postcode: | Home e-mail: | |
| Date available to start work: | Professional Membership Number: | |
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| **Disability Facilitation**  **You are not required to tell us if you have a disability but it would be helpful if you would indicate whether you believe there are any reasonable adjustments that we might make to facilitate your attendance at interview or other selection procedure.**  **You may give your response to the foregoing on this form or in a separate letter.** | | |
| **Candidate/Applicant Privacy Notice**  **Attached/enclosed is a Candidate/Applicant Privacy Notice Form. This should be read, signed and returned with your completed Application Form.** | | |
| |  | | --- | |  |   **I confirm that I am 16 years of age or over.**   |  | | --- | |  |     Please tick as appropriate: **YES** **NO** | | |
| 1. **Education, Qualifications & Training** | | |

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| **SECONDARY & FURTHER EDUCATION**  **Type of School/College** | **Qualifications: Subjects and Grades/Classifications** | **Date Completed** |
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| **HIGHER EDUCATION**  **College/University** | **Courses & Subjects: Grades/Qualifications and Level** | **Date Completed** |
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| **OTHER TRAINING UNDERTAKEN:**  **Courses/Certificates or Skills gained, including Membership of any Professional Body or Associations, which you consider relevant to your application:** Please give details & date completed: |

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| 1. **Employment History** |  |
| **Current or most recent Employer’s Name & Address:** | Position Held:  Full time/Part-time: |
|  | Final Salary: |
| Dates of Employment: From : To | Notice period required:  Reason for leaving: |
| Principal Duties and Responsibilities: | |
| **Previous Employer’s Name & Address:** | Position Held:  Full time/Part-time: |
|  | Final Salary: |
| Dates of Employment: From : To | Reason for leaving: |
| Principal Duties and Responsibilities: | |

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| **Employment History (continued)**  **(List chronologically starting from your most recent post.)** |  |

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| **Name & Address of Employer** | **Job Title & Brief Outline of Duties** | **From** | **To** | **Reason for Leaving** |
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| 1. **(A) Essential Criteria** |  |
| **Please explain how you meet all of the essential criteria for this post as specified in the Person Specification. Failure to provide information about all of the criteria will result in rejection at the short-listing stage. You may use additional continuation sheets, as necessary.**  **Prior to appointment, the potentially successful candidate will be required to provide documentary evidence of having achieved the qualifications required for this post.(Originals)** | |
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| 1. **(B) Desirable Criteria**   **Please explain how you meet all of the Desirable Criteria for this post as specified in the Person Specification. Failure to provide information about all of the criteria will result in rejection at the short-listing stage. You may use additional continuation sheets, as necessary.**  **Prior to appointment, the potentially successful candidate will be required to provide documentary evidence of having achieved the qualifications required for this post. (Originals)** | |

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| 1. **References** Please give details of two referees (not family members). Ideally one should have first-hand knowledge of any previous work/service/volunteering you have undertaken with adults, children and young people. One of the referees should be your present employer, or if not currently employed, your last employer. **You must have the consent of your referees to provide their information as identified below. We will not contact your referees unless you have been provisionally selected for appointment.** | |
| Full Name: | Full Name: |
| Occupation: | Occupation: |
| Company Name:  Address: | Company Name:  Address: |
| Tel No: | Tel No: |
| E-mail: | E-mail: |

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| 1. **Other relevant information** |
| **Please outline any other relevant information that may, in your opinion, demonstrate your suitability for this post.** |

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| 1. **Additional Information** |
| **Is there any information, employment background or personal connections, current or past, which, if you were appointed to this post, might give rise to public speculation on your independence or your ability to undertake your duties in an impartial manner?**  **(please tick)**  **Yes No**  **If Yes, please give details below:**  **Prior to and as a condition of being offered employment the potentially successful applicant will be required to satisfactorily complete one or more of the following: -**   1. **a disclosure of criminal convictions under the Rehabilitation of Offenders (NI) Order 1978** 2. **an application form to Access NI for an Enhance Disclosure and Barred List check** 3. **a check under the Safeguarding Vulnerable Groups (NI) Order 2007 and the Protection of Freedoms Act 2012 AND/OR** 4. **any other criminal records check required by the Tara Centre in order to ensure that it complies with its obligations towards users of the service.**   **She/he will also be required to provide photographic identification and, if relevant, evidence of her/his right to work in Northern Ireland.**  **In the event of being offered employment at this Centre, I hereby commit to comply with the conditions set out above. (please tick)**  **Yes No**  **(If you do not consent to these checks being carried out the recruitment/selection process will not proceed for you and you will no longer be considered eligible for appointment.)**  **I hereby further commit, in the above circumstances, to inform the Tara Centre in writing of any changes in my circumstances which may occur between the date of my application and any possible date of appointment. (Please tick)**     |  |  |  | | --- | --- | --- | |  | **YES NO** |  | |

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| **PLEASE NOTE: Canvassing directly or indirectly will result in automatic disqualification** |

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| 1. **Declaration and Signature** |
| **I understand that any candidate found to have given false information or to have wilfully suppressed any relevant material fact will be liable to disqualification, or, if appointed, to dismissal.**  **I declare that the particulars given throughout this application process are, to the best of my knowledge, complete and accurate.**  **Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Print** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |