

**Job Application**

**Regional Development Manager**

**Ref: ANI 24-08-15**

Applicants must complete the application form in either Arial font size 12, or legible block capitals using black ink.

**Closing date for applications: 12PM Friday 20th September 2024**

**JOB APPLICATION FORM**

**POSITION APPLIED FOR:**

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| --- |
| Job Title: |
| Ref No: |
| Where did you see this post advertised? |

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| **1. APPLICANT DETAILS** |
| **Title:** | **Surname** | **Forename** |
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| **Home Address:** |
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| Post Code: |

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| **Contact Details:** |
| Daytime no: |
| Evening no: |
| Mobile no: |
| Email address: |
| National Insurance No: |
| Town of birth: |
| Country of birth: |
| Do you hold a current driving license? | Yes / No: |
| How much notice do you need to give your currentemployer? |  |

**2. EMPLOYMENT RECORD**

**Please start with your most recent employer.**

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| Employer Name: |
| Address: |
| Job Title: | From: / / | To: / / |
| Brief description of duties: |
| Reason for leaving / changing: |

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| Employer Name: |
| Address: |
| Job Title: | From: / / | To: / / |
| Brief description of duties: |
| Reason for leaving / changing: |

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| Address: |
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| Brief description of duties: |
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| Employer Name: |
| Address: |
| Job Title: | From: / / | To: / / |
| Brief description of duties: |
| Reason for leaving / changing: |

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| **3. EDUCATION:** |
| Name of school/college | Qualification/ Level | Subject | GradeAwarded | DateGained |
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| **4. FURTHER / HIGHER EDUCATION:** |

**Include information on undergraduate and postgraduate degrees, diplomas, evening, and correspondence courses, vocational or technical courses.**

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| --- | --- | --- | --- | --- |
| Name of University/College | Qualification/ Level | Subject | Grade/Classification Awarded | Date Gained |
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| **5. PROFESSIONAL MEMBERSHIPS** |
| Please provide details of any professional memberships you hold? |

**6. ESSENTIAL ELIGIBILITY CRITERIA**

**By the closing date for applications, candidates must have:**

6.1) University level, Professional or equivalent Qualification in a relevant demonstratable area, plus 2+ years recent and paid experience, relevant to the role,

OR 5 GCSE’s grades A – C or equivalent plus 4+ years recent, paid and demonstratable experience relevant to the role.

* 1. Evidence of continued professional development

*(Please continue on a separate sheet if necessary)*

**7. DESIRABLE CRITERIA**

Should it be necessary to shortlist candidates to go forward to interview the following

shortlisting criteria will be used:

**By the closing date for applications, candidates must have:**

7.1)

Proven track record in business development.

7.2) Previous experience working with individuals affected by adoption or separation from family or origin, associated trauma and historical institutions,

OR Lived experience of adoption or separation from family of origin through adoption or historical institutions.

*(Please continue on a separate sheet if necessary)*

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| 7.3) Experience of developing and implementing accredited training programmes. |
| 7.4) Experience of working in community or voluntary sector.*(please continue on a separate sheet if necessary)* |

**8. SPECIAL REQUIREMENTS**

As an Equal Opportunity Employer, we wish to ensure that all applicants have the

opportunity to perform to the best of their ability in either a test or interview situation.

Please let us know if you require any reasonable adjustments, or arrangements to enable you to attend the interview.

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| **9. Referees** |
| If you are responding to a public advertisement, please provide the required information of two persons not related to you, to whom references may be sent. One of your referees must be either your current or previous employer (if any) and both should be able to comment on your ability to carry out the particular tasks of the job.If you do not wish us to contact your present employer, please provideyour most recent previous employer:

|  |  |
| --- | --- |
| Current or previous employer (if any) | Other employer or nominated character referee |
| Name:Job title:Name of organisation:Address (including post code):Contact telephone: | Name:Job title (if applicable):Name of organisation (if applicable):Address (including post code):Contact telephone: |

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**10. DECLARATION**

1. I have read and understood the information provided in the Candidate Information Booklet.
2. I undertake to inform the Adopt NI in writing of any changes in my circumstances which may occur between the date of my application and any possible date of appointment.
3. The responses detailed in this application form are true and accurate to the best of my knowledge and belief. I understand that if I am found to have suppressed any material fact or to have given false answers, I will be liable to disqualification or, if appointed, to dismissal.
4. I confirm I am aged 16 or over.
5. I give my consent for a criminal record check to be carried out as detailed in the ‘Vetting’ section of the Candidate Information Booklet.

Signed: Date:

Please send this completed application form to:

**Regional Manager. Adopt NI. Ground Floor, Unit 2 (Pilots View), 18 Heron Road Belfast BT3 9LE**

**Your application must be received no later than: Friday 20th September at 12PM**