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| **Job Title** | **Human Resources Officer** | **All application forms should be emailed to:** [una.tumelty@sportni.net](mailto:una.tumelty@sportni.net) |
| **Grade** | **Executive Officer II** |
| **Salary** | **£26,017 - £26,575 per annum** |
| **Closing Date** | **12:00 noon on Wednesday 30 March 2022** |

**Please ensure you read the ‘Candidate Information Booklet’ booklet before filling out this application form.**

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| **SECTION 1 - PERSONAL DETAILS** | | | | | |
| **Forename** |  | | **Surname** | |  |
| **Title** |  | | **National Insurance No.** | |  |
| **Home**  **address**  **Postcode** |  | | **Contact Details**  **Home**  **Mobile**  **Email address** | |  |
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| **SECTION 2 – REFERENCES** | | | | | |
| Please provide details of two employment related referees, ***including your current employer.*** | | | | | |
| **Reference 1** | | | | | |
| **Name** |  | **Email Address**  **Telephone No.** | |  | |
| **Position**  **Organisation** |  |
| **Reference 2** | | | | | |
| **Name** |  | **Email Address**  **Telephone No.** | |  | |
| **Position**  **Organisation** |  |
| May SNI contact your present employer? | | | | | |

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| **SECTION 3 - EMPLOYMENT HISTORY**  **Please detail the last ten years of your employment history starting with your current or most recent employer.** | | | |
| **Current / Most Recent Employment** | | | |
| **Name of Employer** |  | **Date Appointed** |  |
| **Job Title** |  | **Date Left** *if applicable* |  |
| **Main duties and areas of responsibility** | | | |
| **Reason for Leaving** |  | **Notice Period** *if applicable* |  |
| **Previous Employment** | | | |
| **Name of Employer** |  | **Date Appointed** |  |
| **Job Title** |  | **Date Left** *if applicable* |  |
| **Main duties and areas of responsibility** | | | |
| **Reason for Leaving** |  | | |

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| **Previous Employment continued** | | | |
| **Name of Employer** |  | **Date Appointed** |  |
| **Job Title** |  | **Date Left** *if applicable* |  |
| **Main duties and areas of responsibility** | | | |
| **Reason for Leaving** |  | | |
| **Name of Employer** |  | **Date Appointed** |  |
| **Job Title** |  | **Date Left** *if applicable* |  |
| **Main duties and areas of responsibility** | | | |
| **Reason for Leaving** |  | | |
| **Name of Employer** |  | **Date Appointed** |  |
| **Job Title** |  | **Date Left** *if applicable* |  |
| **Main duties and areas of responsibility** | | | |
| **Reason for Leaving** |  | | |

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| **SECTION 4 - SIFTING INFORMATION**  Please complete this form accurately and in as much detail as possible using typescript or **BLACK INK**. Only information presented in the format of this application form will be considered. Do not append CV or other information. **Use only the space provided and Calibri Font 11.** |
| Please outline your qualifications and experience in relation to the essential and desirable criteria specified in the Personnel Specification. Only those applicants who clearly demonstrate relevant achievement, experience, knowledge and understanding of the essential criteria will go forward to the next stage of the recruitment and selection process. Desirable criteria may also be used for shortlisting purposes. **It is not acceptable to simply restate the criteria. E.g. “I have experience in using Microsoft Office”. Applicants must clearly demonstrate experience giving examples**. |
| **ESSENTIAL CRITERIA** |
| Please provide information of how you meet the minimum requirement of:A minimum of two years’ full time (or part time equivalent) demonstrable experience in a HRadministration role ensuring the effective delivery of an all-encompassing HR Function. |
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| **SIFTING INFORMATION**  **ESSENTIAL CRITERIA** |
| Please provide information of how you meet the minimum requirement of: A minimum of two years’ full time (or part time equivalent) demonstrable experience in recruitment and selection including co-ordinating and administering of the full recruitment process. |
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| **SIFTING INFORMATION**  **ESSENTIAL CRITERIA** |
| Please provide information of how you meet the minimum requirement of:A minimum of two years’ full time (or part time equivalent) demonstrable experience in the coordination and development of HR Information Systems. |
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| **SIFTING INFORMATION**  **ESSENTIAL CRITERIA** |
| Please provide information of how you meet the minimum requirement of: Demonstrable experience of use Microsoft packages including word, Outlook and Excel. |
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| **Please tick the appropriate box** | **YES** | **NO** |
| Ability to work irregular and unsocial hours as required involving work outside normal office hours, at evenings, weekends and Bank Holidays. |  |  |
| Valid driving licence and access to a form of transport, insured to enable the post holder to carry the responsibilities of the post in full.  (This criterion will be waived in the Shortlisting by Application Form, in the case of applicants whose disability prohibits driving but who have access to a form of transport approved by SportNI) |  |  |

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| **SIFTING INFORMATION**  **DESIRABLE CRITERIA** |
| Please provide information of how you meet the desirable requirement of: Associate Level membership or higher of the Chartered Institute of personnel and  Development (CIPD). |
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| **SIFTING INFORMATION**  **DESIRABLE CRITERIA** |
| Please provide information of how you meet the desirable requirement of: Experience of staff management including performance and development of staff. |
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| **SECTION 5 - DECLARATION AND SIGNATURE** |
| The statements given by me on this application are to the best of my knowledge and belief true. I understand that deliberate falsification of factual information may prejudice my application or lead to an offer of appointment being withdrawn.  **Signature:**       **Date:** |
| Data Protection Act/GDPR  Your information will be held and managed in accordance with the Data Protection Act/GDPR policies and procedures, including those relating to retention and disposal. The information will be used only for the purposes of this recruitment competition, and will only be shared with any relevant third parties with the explicit permission and assurance of Sport NI HR. |
| Application Submission  All completed application should be sent to [una.tumelty@sportni.net](mailto:una.tumelty@sportni.net) before the closing time and date.  All received applications will be acknowledged by Sport NI. |

**EQUAL OPPORTUNITIES MONITORING QUESTIONAIRE – Confidential**

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| **Gender, Marital and Family Status & Age** | | | | | | |
| **Please tick as appropriate:** | | | | | | |
| Gender | Male |  | Female |  |  | |
|  |  |  |  |  |  |  |
| Marital Status | Married |  | Not Married |  |  | |
|  |  |  |  |  |  |  |
| Family Status | With Dependants |  | Without Dependants |  |  | |
| Age | 18-29  30-41  42-53  54-60  61 + | | | |  | |
| Date of Birth: | | | | | | |

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| **Race & Nationality** | | | | |
| **Please tick the box appropriate to you:** | | | | |
| White |  | Of Black African Origin |  |  |
|  |  |  |  |  |
| Of Black Caribbean Origin |  | Of Bangladeshi Origin |  |  |
|  |  |  |  |  |
| Of Chinese Origin |  | Of Indian Origin |  |  |
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| Of Pakistani Origin |  | Of Other Group |  |  |
|  |  |  |  |  |
| Of Mixed Ethnic Group |  | Irish Traveller Community |  |  |
| My Nationality is: | | | | |

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| **Community Background** | | |
| **Please indicate your community background by ticking the appropriate box below:** | | |
|  |  |  |
| I have a Protestant community background |  |  |
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| I have a Roman Catholic community background |  |  |
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| I have neither a Protestant nor a Roman Catholic community background |  |  |

**Please do not alter the format of this form**

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| **Disability** | | | | | | | | | |
| **Please tick as appropriate:** | | | | | | | | | |
| Do you consider yourself to have a disability? | | | Yes |  | No |  |  | | |
|  | | | | | | | | | |
| If you have answered “Yes”, please complete the remaining section. | | | | | | | | | |
| Do any of the disabilities or conditions listed below have a substantial and long term adverse effect on your ability to carry out normal day to day activities? | | | | | | | | | |
| Hearing Impairment |  | Physical Co-ordination Difficulties | | | | | |  |  |
|  |  |  | | | | | |  |  |
| Visual Impairment |  | Reduced Physical Capacity | | | | | |  |  |
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| Speech Impairment |  | Learning Difficulties | | | | | |  |  |
|  |  |  | | | | | |  |  |
| Mobility Impairment |  | Mental Illness/Mental Health Difficulty | | | | | |  |  |
| Are there reasonable adjustments that we could make as part of our recruitment process that would enable you to enjoy equality of opportunity in getting a job/working with us? | | | | | | | | | |

To ensure confidentiality, the questionnaire will be given an identifying number and only the monitoring officer will be able to match this number with your name. Your name should not be written on the questionnaire. The monitoring information collected will be used to measure the effectiveness of our equal opportunities policy, determine the extent to which we promote equality of opportunity and fair participation and will assist us to develop and review positive/affirmative action policies

**SPORT NI IS AN EQUAL OPPORTUNITIES EMPLOYER**