

**Application for Employment**

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| **Post Details:** | |
| Post you are applying for: **Assistant Operations Manager** | |
| Location: The Rink Sports Arena Portadown | Closing Date: 13/7/2018 |
| Please tick the box if you are an existing Live Active Leisure employee? Yes: No: | |
| How did you hear about this post?  Website: Facebook: Twitter: Word of Mouth:  If Other, Please state details: | |

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| **Personal Details** | | | |
| First Initial: | | Surname: | |
| Address: | | | |
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| Postcode: | | Email: | |
| Contact Phone Numbers: | 1. | | 2. |
| National Insurance Number: | | | |

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| **Current Employment Details** | |
| Employer’s Name and Address: | |
| Dates of Employment: | |
| Notice Required: | Current Salary: |
| Job Title: | |
| Summary of Duties: | |

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| **Employment History(previous employment details)** | | | |
| Employer’s Name and Address | Job Title | Dates of Employment | Summary of Duties |
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| Please continue on a separate sheet if necessary | | | |

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| **Education**  **( All relevant academic qualifications from School, College, University or other professional bodies)** | | | |
| Where qualification was gained | Qualification/ Subject | Grade | Date Obtained |
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| Please continue on a separate sheet if necessary | | | |
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| **Other relevant accredited certificates or awards** | | |
| Award/ Certificate | Awarding Body | Date obtained |
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| Please continue on a separate sheet if necessary | | |

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| **Skills you will need to demonstrate** |
| * interpersonal, relationship-building and networking skills * procurement and negotiation skills * the ability to multitask and prioritise your workload * confident decision making * time management skills * project management skills * the ability to draw information from various sources, including people * clear and concise writing skills and the ability to handle long and complex documents * teamwork skills and the ability to lead and motivate others * IT skills * a practical, flexible and innovative approach to work. * A full driving license is required and access to a vehicle. |
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| **Supporting Statement** |
| You are invited to state briefly what experience you have gained in your present and previous posts which you consider relevant to the post advertised. If you have not worked, please state why you consider yourself suitable for this position. Please read the “skills you will need to demonstrate” before making your statement. |
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| **Referees (One must be your present or most recent employer)** | |
| Name: | Name: |
| Address: | Address: |
|  |  |
| Postcode: | Postcode: |
| Telephone Number: | Telephone Number: |
| Email: | Email: |
| Relationship to Applicant: | Relationship to Applicant: |
| Please state if you do not wish your referees to be contacted prior to your interview/ Job Offer: | |

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| **Declaration** |
| I declare that, to the best of my knowledge, the information in this application form is true and correct.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Data Protection**  The information provided by you will be used only for the purpose stated. In terms of the Data Protection Act 1998, you are entitled to know what personal information Powered By Sport hold about you. Application should be made to: Chief Executive Officer, Powered By Sport, 1 Woodford Crescent Armagh BT60 2EB Charity Num: NIC102273 Company No.NI604230 |

All Applications must be emailed to [Stephen@poweredbysport.org](mailto:Stephen@poweredbysport.org)

by 5pm on Wed 11th July 2018.

Late applications will not be accepted.

Interviews will take place on Saturday 14th July.

Powered by sport is an equal opportunities employer.