

Closing Date: Tuesday 13th May 2025

APPLICATION FORM

South Belfast Foodbank Full -Time Administrative Manager

Please complete this form legibly and return it on or before the closing date specified in the advertisement. Late applications will not be considered. ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL. Curriculum vitae will not be accepted. Candidates must outline clearly how their qualifications and experience meet both the essential and desirable requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

1. PERSONAL DETAILS

Surname:	Telephone number (Home):
Forenames:	Telephone number (Mobile):
Postal Address:	E-mail Address:
Postcode:	
Do you have the legal right to live and work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this subject to having a work permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
You will need to produce photographic identification and proof of the above if you are called to interview	

2. QUALIFICATIONS

Level (e.g. Degree/GCSE)	Subject/ name of course	Grade attained

3. EMPLOYMENT HISTORY (Please list chronologically, starting with current or last employer)

Name and Address of Employer and Nature of Business:	Dates of employment: From: - To:	Job Title: Job Function/ Responsibilities:	Final Salary and Reason for Leaving

4. TRAINING

Details of training courses attended, and awards achieved, if appropriate:

5. SUITABILITY FOR THIS POSITION

Please detail your suitability for this position and how you meet the criteria, stating when and where skills and experience were gained.

6. REFEREES

Please list the details of two persons (one of which should be your current or last employer) who are willing to provide references for you. They should be persons who know you (but who are not members of your family) and who are qualified to give an opinion about how you are suitable for the post. Please note that we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

Name:	Name:
Address:	Address:
E-mail:	E-mail:
Telephone No.:	Telephone No.:
Relationship to you:	Relationship to you:

7. SPECIAL REQUIREMENTS

Please list below any special requirements or reasonable adjustments if you are disabled that you may have if you are called to interview.

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8. CRIMINAL CONVICTIONS

This post is not exempt from the Rehabilitation of Offenders (NI) Order 1978. We only ask applicants to disclose convictions which are not yet spent under the Rehabilitation of Offenders (NI) Order 1978

Do you have any unspent criminal convictions

Yes ☐ No ☐

If yes, please give details:

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9. DATA PROTECTION

I understand that the information contained in this form is personal data, which will be held on computer, and, if I am appointed, further information about me will be computerised for personnel administration purposes, including analysis for management purposes and statutory returns and that such data is subject to the General Data Protection Regulation

I have completed this application form accurately and truthfully. I have not withheld any information that could reasonably be considered relevant to my application. I understand that the appointment, if offered, will be subject to the information on this application being correct. I understand that providing false information with regard to this application shall disqualify me from such appointment, or if discovered after employment, may lead to my dismissal.

Please note: If you are returning this form by email, you will be asked to sign your application if you are called for interview.

Signed: _____ Date: _____

10. VERIFICATION OF INFORMATION

I declare that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn or my employment terminated.

Signed: _____ Date: _____

Please return completed application to South Belfast Foodbank, 119 University Street, Belfast, BT7 1HP or email it to admin@southbelfast.foodbank.org.uk

Thank you

For Office Use:

Date Received: