



**APPLICATION FORM**

*Application Form to be returned to:* *maryt.conway@omaghforum.org*

*Omagh Forum for Rural Associations, Omagh Community House, 2 Drumragh Avenue, Omagh, BT78 1DP*

POSITION: ***Omagh Healthy Living Network Finance, Admin & Monitoring Officer, July 2023***

 SURNAME

 FORENAMES

 ADDRESS:

 POSTCODE:

TELEPHONE NOS: (Daytime) (Home)

 EMAIL:

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| **Do you hold any of the following licenses / certificates? Please Tick Box** |
| Full Driving License | No. of Penalty Points (If Any?) | First Aid Certificate Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Do you have access to a means of transport that would ensure you can carry out the duties of the post? Yes No |

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| How did you find out about the job? Omagh Forum website Facebook Newspaper CommunityNI Omagh Forum Ebulletin word of mouth Other, please state:  |

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| Are you registered disabled? Yes No |
| **MEDICAL HISTORY** |
| Give details of any illness, operation or accident resulting in lengthy absence from work. |
| **EDUCATION** |
| Dates | School/College/University | Subjects | Grade |
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| **Any other relevant Qualifications or Training?** |
| Date | Duration | Course Organisers | Subject | Grade |
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| **EMPLOYMENY HISTORY****Present / Most Recent Employer** |
| Name & Address | Job Title |  |
| Date Commenced |  |
| Date Left (If Applicable) |  |
| Amount of Notice Required |  |
| Contact for Reference |  |
| Present Salary | £ per |
| Reasons for Leaving / Wishing to Leave? |
| Brief Description of Duties |

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| **EMPLOYMENT HISTORY (Please start with your 2nd most recent employer)** |
| Dates | Name & Address of Employer | Position Held & Brief Description of Duties | Reason for Leaving | Salary |
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| **HOBBIES & INTERESTS** |
| What interests do you have? (Include any details of voluntary work etc.) |

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| **ACCOMPANYING STATEMENT** |
| Please provide details of relevant experience to the duties of this post outlined in the job description and any further information you think would be useful to your application. Continue on a further sheet if you feel it necessary. |
| **ADDITIONAL** |
| Relevant involvement in Community and Voluntary Work. |

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| **Date you would be free to take up the post, if appointed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **REFEREES** - Please provide the name and address of two referees (at least one of whom must be your present or past employer). References will only be taken up if you are offered the post and job offer will be subject to satisfactory references being obtained. |
| **Name, Address, Tel No & email**  | **Name, Address, Tel No & email** |
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| I certify that all the information I have given is correct. I understand that any false information given may result in any job offer being withdrawn.**Signed:**  **Date:** **Your digital signature will be used to prove your understanding and acceptance of this declaration** |

# Please return the completed application form on or before:

***12 noon on Monday 17th July 2023***

*to* maryt.conway@omaghforum.org

Monitoring form to be taken in a sealed envelope to interview (if and when called)

***Interviews taking place Tuesday 25th July 2023***