

**STRICTLY CONFIDENTIAL
ADDRESSEE ONLY**

Dear Applicant

**THE ULSTER HOCKEY UNION
Grassroots and Club Development Officer**

Thank you for requesting details for the above post.

Ulster Hockey is the governing body for hockey in Ulster and will be responsible for the promotion, development, management and control of all hockey in Ulster.

Ulster Hockey wishes to recruit a Development Officer to deliver key hockey development areas of the strategic plan for Ulster Hockey at grassroots development.

Please find enclosed an application form and the following information:

***Job Description
Personnel Specification***

The completed application form should be returned to The Monitoring Officer, House of Sport, 2a Upper Malone Road, Belfast BT9 5LA, to arrive no later than **4.00pm on Friday 10th July, 2009** **Applications received after the closing time and date will not be included in the Recruitment/Selection process. If hand-delivering the application form please make sure you request a receipt as proof of delivery. Electronic applications will not be accepted.**

Please separate the monitoring form and the disclosure of criminal convictions form from the application form and place them in a separate envelope marked for the attention of The Monitoring Officer.

Unfortunately we are unable to acknowledge receipt of completed posted applications forms but all unsuccessful applicants will be informed in due course.

In the meantime, thank you for your interest in this post and we look forward to receiving your application.



THE ULSTER HOCKEY UNION

GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

Please read these notes carefully. Your application form plays an important part in our selection process. (The most important thing to remember is to tell us everything that you think is relevant to your application. We will not make assumptions).

Applicants must clearly demonstrate how they meet each criterion throughout the application form. It is not acceptable to simply restate the criteria. Applicants must give examples to demonstrate their experience under each criterion.

Completing the Application Form:

- ◆ After reading the personnel specification and job description think carefully about your application and consider to what extent you have the skills and experience necessary for the post.
- ◆ Make a rough draft first, as this will avoid mistakes.
- ◆ Make sure your application form is well presented – illegible or incomplete forms WILL be disregarded.
- ◆ Use a black ballpoint pen or type, black always shows up best when copied.
- ◆ Make sure you address **all** of the points on the personnel specification. We will not make assumptions.
- ◆ Take a copy of your form for your own record.
- ◆ Incomplete forms will be withdrawn.
- ◆ Copies of all academic qualifications relevant to the post must be enclosed with your application form. (If copies are not available, please send original certificates and Ulster Hockey will copy these and return the originals to you)
- ◆ Please separate the monitoring form and the disclosure of criminal convictions form from the application form and place them in a separate envelope marked for the attention of the Monitoring Officer.

MAKE SURE YOUR APPLICATION FORM IS POSTED OR DELIVERED TO ENSURE DELIVERY TO THE HOUSE OF SPORT BEFORE THE CLOSING DATE DEADLINE. WE WILL NOT ACCEPT APPLICATIONS RECEIVED AFTER THE PUBLISHED DEADLINE TIME AND DATE. IF HAND-DELIVERING THE APPLICATION FORM PLEASE MAKE SURE YOU REQUEST A RECEIPT AS PROOF OF DELIVERY.

IN CONFIDENCE

**THE ULSTER HOCKEY UNION
APPLICATION FORM**

Grassroots and Club Development Officer

In the initial consideration of candidates the information supplied by them plays a significant part in determining who should attend for interview. It assists to have that information in an orderly form and it ensures that the comparison is thorough and fair. **For this reason only information submitted on the application form will be considered. CVs, additional sheets or any other information will not be accepted.**

It is therefore in the candidate's interest to complete this application form clearly, in black ink or type written with understanding and accuracy. **All sections of the form must be completed.**

Information given will be used only for the purposes of this application and will be treated in a confidential manner. The application form will be part of the selection process. Illegible forms will be deemed invalid.

Instructions:-

- i) The completed application form must be returned to Sport Northern Ireland so as to **arrive not later than 4.00pm on Friday 10th July, 2009. Application forms received after the deadline date and time will not be accepted. If hand-delivering the application form please make sure you request a receipt as proof of delivery. Electronic applications will not be accepted.**
- ii) It must be returned to:

Ref: UHU/DO/G/
The Monitoring Officer
Sport NI
House of Sport
Upper Malone Road
BELFAST
BT9 5LA
- iii) **Postal applications** should be posted to arrive at the House of Sport on or before the date shown at (i) above
- iv) Please complete the form in **black ink or type.**
- v) Whilst the essential criteria of the Personnel Specification will be the basis for short-listing, elements of the desirable criteria may on occasions also be included.
- vi) Applicants selected for interview may be required to complete a test.
- vii) Please separate the monitoring form and the disclosure of criminal convictions form from the application form and place them in a separate envelope marked for the attention of Mrs. Norma Gartside.
- viii) **Please note it is essential that applicants clearly demonstrate how they meet each criterion throughout the application form-It is not acceptable to simply restate the criteria.**

Additional sheets will not be used for shortlisting.

SECTION 3 – CONTINUED

CURRENT/ MOST RECENT EMPLOYMENT:

In this section you should give further details of your **current or most recent** employment

Date appointed _____

Date Left (*if Applicable*) _____

and reason for leaving) _____

Name and Address
Of Employer _____

Describe Main Duties and areas of responsibilities

Current Salary £ _____ Per annum

State any other financial remuneration or allowances

SECTION 4
SIFTING INFORMATION

SECTION 4.1 ESSENTIAL CRITERIA

The following sections ask you to outline your qualifications and experience in relation to the essential and desirable criteria specified in the Personnel Specification. **It is not acceptable for the applicant simply to restate the criteria. E.g. "I have experience in using Microsoft Office". Applicants must clearly demonstrate experience giving examples.**

ESSENTIAL CRITERIA

Educational and Professional Qualifications

Please provide information of how your qualifications or experience meet the minimum requirement of:

**Degree in a sports related discipline which can be proven relevant to the post.*

In exceptional circumstances, Ulster Hockey may consider 5 years experience which can be proven relevant to the post.

Do not alter the format of this form as additional sheets will not be accepted for shortlisting purposes.

ESSENTIAL CRITERIA

Educational and Professional Qualifications

Please provide information of how your qualifications or experience meet the minimum requirement of:

**A recognised Level 1 coaching award*

DESIRABLE CRITERIA

***A post-graduate qualification in a sports related discipline which can be proven relevant to the post.*

***A recognised Level 2 coaching award.*

Do not alter the format of this form as additional sheets will not be accepted for shortlisting purposes.

ESSENTIAL CRITERIA

Relevant experience

Please provide information using examples to demonstrate how your experience to date meets the criteria of

**2 years full time (or part time equivalent) experience in sports development.*

Do not alter the format of this form as additional sheets will not be accepted for shortlisting purposes.

ESSENTIAL CRITERIA

Relevant experience

Please provide information using examples to demonstrate how your experience to date meets the criteria of

**Demonstrable experience of coaching at school/youth and club level.*

**Demonstrable experience of developing initiatives at club level.*

Do not alter the format of this form as additional sheets will not be accepted for shortlisting purposes.

DESIRABLE CRITERIA

Relevant experience

Please provide information using examples to demonstrate how your experience to date meets the criteria of

***Demonstrable experience of developing and working in partnership with bodies such as local authorities, education, community groups.*

***Demonstrable skills and experience of managing resources in line with agreed policy.*

Do not alter the format of this form as additional sheets will not be accepted for shortlisting purposes.

Please tick the appropriate box	YES	NO
<i>*Have access to a form of transport that will permit the post-holder to meet the requirements of the post in full.</i>		
<i>*Ability to work unsociable hours including Sundays and be willing to spend time away from home e.g. overnight for meetings.</i>		

SECTION 5 - REFERENCES

Please state the names of three referees.

1 **Name**

Address

.....

Tel No:

Occupation Relationship:

2 **Name**

Address

.....

Tel No:

Occupation Relationship:

3 **Name**

Address

.....

Tel No:

Occupation Relationship:

If applicable, may reference be made to your present employer?

Yes/No (*delete as applicable*)

SECTION 6 – DECLARATION AND SIGNATURE

I hereby certify and declare that:

- (a) I have read the Terms and Conditions of appointment pertaining to the position for which I now make application. All the questions on this form have been accurately answered to the best of my knowledge and belief.
- (b) I have not canvassed any member or employee of the Ulster Hockey Union nor sought for or consented to any manner of canvassing to be undertaken on my behalf and that, from the date hereof, I will not undertake seek or consent to any such canvassing.

Signature of Applicant: _____ Date: _____

Please ensure that you have provided all the information for which you have been asked.
A candidate found to have given false information or to have wilfully suppressed any material fact will be liable to disqualification or, if appointed, to dismissal.

The Completed form should be returned to:
The Monitoring Officer
Sport NI
House of Sport
Upper Malone Road
BELFAST
BT9 5LA

NOTE: Receipt of returned application form will not be acknowledged. Unsuccessful applicants will be informed in due course.

EQUAL OPPORTUNITIES MONITORING

FAIR EMPLOYMENT (NI) ACT 1989 AND FAIR EMPLOYMENT (MONITORING) REGULATIONS 1989

The Ulster Hockey Union is committed to promoting equality and diversity. It is our policy to provide employment equality to all, irrespective of gender, including gender reassignment, marital or civil partnership status, having or not having dependants, religious belief or political opinion, race, disability, sexual orientation and age.

We are opposed to all form of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively. As an equal opportunities employer we want to ensure that all of our applicants and employees enjoy equality of opportunity,. We also want to encourage the best people to apply for vacancies in our organisation regardless of their background.

The information provided on the monitoring questionnaire will only be made available to the monitoring officer. If you provide us with information in respect of a disability we will use this information to ensure that we meet our legal obligation to make reasonable adjustments. If we make equal opportunities information public, this will be done in a way that ensures anonymity.

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.

The Ulster Hockey Union is committed to updating relevant monitoring data every three years. This is because we recognise that individuals may for example, acquire disabilities, change their marital status etc. If the monitoring information you provide us with changes please let us know.

If you have any queries about this form please contact
The Monitoring Officer
Sport Northern Ireland
House of Sport
Upper Malone Road
BELFAST
BT9 5LA

**EQUAL OPPORTUNITIES MONITORING FORM
CONFIDENTIAL**

PLEASE READ THE NOTES ON THE FRONT OF THIS FORM BEFORE COMPLETION

Monitoring Reference Number: **UHU/DO/G/**

We wish to assure applicants and employees that the monitoring data they provide will be used to promote equality of opportunity for all applicants and employees regardless of their background.

Ethnic Group:
Please indicate which Ethnic Group you belong to:

Bangladeshi	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Black Other	<input type="checkbox"/>	White	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Any other ethnic group:	_____

My Nationality is: _____

In asking this question, we want to assure applicants that the information provided will only be used to promote equality of opportunity for applicants and employees in the basis of their Nationality.

Sexual Orientation:

My sexual orientation is towards someone:

Of the same sex	<input type="checkbox"/>	A different sex	<input type="checkbox"/>
Both	<input type="checkbox"/>		

Are you in a civil partnership? **YES / NO**

Disability:
Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities. Please note that it is the effect of the impairment, without treatment, which determines if an individual meets this definition of disability.

Do you consider that you meet this definition of disability?
Yes No

If yes, please state the type of disability:

Mental Health Disability	<input type="checkbox"/>
Learning Disability	<input type="checkbox"/>
Physical Disability	<input type="checkbox"/>

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?

Please specify:

Marital Status / Family Status:

Are you married?

Yes

No

Those With and Without Dependants:**Do you have:**

Children

YES / NO

If YES, are they at school

YES / NO

Other relations, for whom you have significant caring responsibilities

YES / NO

Other caring responsibilities

YES / NO

Please specify: _____

No caring responsibilities

YES / NO**Community Background:**

Regardless of whether we practice religion most of us in Northern Ireland are seen as either Catholic or Protestant. Please indicate the community to which you belong by ticking the appropriate box below:

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am a member of neither the Protestant nor Roman Catholic community

Please indicate your sex by ticking the appropriate box

Male

Female

Age:

Please provide your date of birth or tick the Age band to which you belong:

DOB: _____

Age Band:**Under 18****41 - 50****18 - 30****51 - 60****31 - 40****61 and over**

Information on the Rehabilitation of Offenders (NI) Order 1978

The following sentences become 'spent' after fixed periods from the date of conviction.
If a conviction is 'spent' you do not have to mention it, even when asked, unless applying for a post which is 'expected' under this legislation.

Sentence	Aged 18 or over at conviction	Under 18 years at conviction
Absolute Discharge	6 months	
Probation, Order, Bind Over, Conditional Discharge, Care/Supervision Order	Date Order ceases OR 1 year – whichever longer.	
Attendance Centre Order Juvenile Justice Centre Order	1 year after Order expires	
Hospital Order	5 years or 2 years after Order expires – whichever longer	
Fine, Community Service Order, Combination Orders, Youth Conference Order, Reparation Order, Community Responsibility Order	5 years	2 ½ years
Prison – (immediate or suspended) OR Young Offenders Centres – sentence of 6 months or less	7 years	3 ½ years
Prison – (immediate or suspended) OR Young Offenders Centre over 6 months up to and included 30 months	10 years	5 years
NB: CUSTODIAL SENTENCE OF MORE THAN TWO AND A HALF YEARS (30 MONTHS) CAN NEVER BECOME SPENT		

- Consecutive prison sentences count as a single term when calculating the rehabilitation period.
- If more than one sentence was imposed for an offence, the longer rehabilitation period applies.
- If a person receives a new conviction during rehabilitation period:
 - For a summary offence (i.e. can only be tried at Magistrates Court) both rehabilitation periods expire separately.
 - For a more serious offence (i.e. which could be tried at the Crown Court) neither conviction will become spent until longest period expires.
- Cautions, reprimands and final warnings are not considered to be convictions and become 'spent' immediately unless relevant to 'excepted' posts.
- A spent conviction will remain on your criminal record.

The Rehabilitation of Offenders (Exceptions) Order (NI) 1979 (Amended by 1987, 2001 and 2003 Orders).

A range of occupations are exempted from the legislation for these posts, applicants MUST disclose information on both 'spent' AND 'unspent' convictions. The list of posts is extensive and can be summarised as follows:

- WORK THAT INVOLVES CONTACT WITH CHILDREN OR YOUNG PEOPLE OR VULNERABLE ADULT GROUPS – e.g. provision of health care or social services, work with children such as youth work, education, or with adults with learning disabilities, mental illness, the elderly.
- PROFESSIONS THAT ARE REGULATED BY LAW – e.g. medical practitioner, nurse, chemist, optician, accountant, manager of an insurance company.
- POSTS INVOLVING NATIONAL SECURITY e.g. security personnel or senior civil service posts.
- POSTS CONCERNED WITH ADMINISTRATION OF JUSTICE e.g. Police officers

For confidential advice or information please contact NIACRO's Employment Advice Line on: 028 9032 0157.

DISCLOSURE OF CRIMINAL CONVICTIONS (Non Excepted)

APPLICANT: _____ POST: **UHU/DO/G/**

Please read this information carefully

Statement of non-discrimination

'Sport Northern Ireland is committed to equality of opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the role'. Any disclosure will be seen in the context of the job description, the nature of the offence and the responsibility for the care of existing clients/volunteers and employees.

Question

Below you are asked to disclose any criminal convictions except those which are considered 'SPENT' under the Rehabilitation of Offenders (NI) Order 1978. Having unspent convictions will not necessarily debar your application from being considered. To decide if your convictions is 'SPENT', please refer to the enclosed information.

Advice to Applicants

Please complete this disclosure form as accurately as possible and place in the 'Confidential' envelope provided along with your monitoring form, seal it and return it to the Monitoring Officer with your application form. The information provided will not be discussed at the shortlisting or interview itself and a separate arrangement will be made with you if clarification is required to discuss any issues around your disclosure before a final decision is reached.

If you have no convictions, please state NONE.

DATE OF CONVICTION	OFFENCE	SENTENCE

Please provide any other information you feel may be of relevance such as:

- The circumstances of the offence
- A comment on the sentence received
- Any relevant development in your situation since then
- Whether or not you feel the conviction has relevance to this post.

Please continue on a separate sheet if necessary

I declare that any answers are complete and correct to the best of my knowledge.

Signed: _____ Date: _____