



CONFIDENTIAL

Job Application Form

Guidance Notes for completing your application form

- Please complete all sections of this application form.
- The formatting has been set to allow you to type your response (if you so wish), however, please do not change or remove any of the sections as this will automatically invalidate your application.
- If you need to add any supplementary information, please keep this to a maximum of 300 additional words marked on a separate piece of paper.
- The information on this form will be used to decide who should be shortlisted for interview. It is therefore in your interest to fill it in carefully and completely using examples where specified.
- Candidates will be expected to provide original certification to confirm qualifications as part of the appointment process.
- The Grand Orange Lodge of Ireland reserves the right to apply additional criteria or a particular weighting to individual criteria if necessary in the event of a large volume of applicants.
- When the form is fully complete, please email to or alternatively post or hand deliver to the address below. Unfortunately, late applications cannot be accepted. The Grand Orange Lodge of Ireland is unable to accept any responsibility for postal applications not received, or received after the closing date and time.

Please send completed applications to:

jobs@goli.org.uk

OR

**Chief Executive, Schomberg House 368 Cregagh Road
Belfast, BT6 9EY**

by no later than 4.00pm on Friday 3rd May 2019

The Grand Orange Lodge is an Equal Opportunities Employer and welcomes applications from all sections of the Community equally

Post applying for: Communications Officer (Ref: COMOF1/2019)

PERSONAL DETAILS

Title: Surname:

First Names: Known As:

Address:

Postcode:	Email Address:
Home Tel No:	Mobile No:
Daytime Tel No:	May we contact you on this number: Y / N

Please indicate any dates you are **not** available for interview within the next two months:

UNSPENT CONVICTIONS

Have you ever been convicted of a criminal offence other than a spent conviction under the terms of the Rehabilitation of Offenders (Northern Ireland) Order 1978? If yes, give details.

NB: Applicants should be aware that Basic Access NI checks may be undertaken for successful applicants.

ASYLUM & IMMIGRATION

To assist us to meet the requirements of the Asylum and Immigration Act 1996, please state your National Insurance Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Do you have the use of a car for official business, or access to transport that will enable you to carry out the full duties and responsibilities of the role? YES / NO

Do you hold a current UK Driving License? YES / NO

Do you have any current endorsements? YES / NO

If yes, please state what they are:-

Are you able to work outside normal office hours to fulfil the full requirements of this post, if required? YES / NO

PERSONAL DECLARATION

I confirm that the information provided on this application form is complete and correct, and that any untrue or misleading information will give The Grand Orange Lodge of Ireland the right to terminate any employment contract offered either on appointment or subsequently.

DATA PROTECTION

I consent to the information I have provided in this form being used for:

- Processing my application for this post, including both manual and computerised records and retaining this information for a period of 12 months after the selection exercise;
- Transfer to my employment record if I am appointed, including both computerised and manual systems after which it will be held for the duration of my employment and for up to 6 years thereafter. I understand that this information will be processed and stored in accordance with the Data Protection Act 1998.

Signature (can be typed): _____

Date: _____

SECONDARY EDUCATION – GCSE, A LEVEL (or equivalent)

Place of study	Summary of qualifications gained, including grades

TERTIARY EDUCATION - NVQ's, BTEC, HND, DEGREE (or equivalent)

Place of study	Summary of qualifications gained, including grades

MEMBERSHIP OF PROFESSIONAL BODIES

Name of Professional Body	Class/Grade of Membership

WORK RELATED TRAINING

Please give details of any training courses you have been on that is relevant to this post, particularly those in the last 3 years.

Organising Body	Course Title / Subject

WORK HISTORY

You need not go back more than 10 years unless you have particular experience that is appropriate to this role. Please provide as much information as possible, starting with your current or most recent job. (You may use additional sheets if necessary)

CURRENT / MOST RECENT EMPLOYMENT

Job Title:	
Date commenced:	Date left or notice required:
Salary & Benefits:	
Name of Employer:	
Address of Employer:	
Main Responsibilities:	
Reason for wanting to leave / leaving:	

Please give details of your employment history in reverse chronological order for up to 10 years only. Indicate any career breaks and the reasons for them and state other full-time commitments. (You may use additional sheets if necessary)

Employers Name & Address	Job Title and Salary	Dates - From / To	Reason for Leaving

ESSENTIAL CRITERIA

Taking each point in turn, please demonstrate using examples how you meet the following essential criteria. Please note other essential criteria for this post (including qualifications) will be tested in other sections of this application form. Other criteria will also be tested during the selection process.

1. A third level qualification in a relevant discipline such as journalism, media relations or a business-related subject OR a minimum of 3 years relevant experience in a similar role

2. Significant experience of writing press releases, articles and news reports

3. Excellent IT/ Computer Literacy skills including high levels of Social Media competency

4. A good working knowledge of national and regional media

5. A demonstrable, in-depth knowledge and understanding of the Orange Institution's heritage and culture

DESIRABLE CRITERIA

Please outline with examples how you meet as many elements as possible of the desirable criteria

1. A post graduate or higher than post graduate level qualification in a relevant discipline

2. Evidence of continued personal professional development

ADDITIONAL INFORMATION

REFERENCES

Please give the name and address of two referees. Your current or last employer should be one. Your referee should ideally be your line manager or an individual in a higher level position than yourself with an ability to comment on your performance. *NB: references will only be contacted with prior agreement of the applicant and only once a provisional job offer subject to satisfactory references has been made.*

Referee 1

Name:	
Relationship:	
Company:	
Address:	
Tel:	
Email:	

Referee 2

Name:	
Relationship:	
Company:	
Address:	
Tel:	
Email:	

Disability Related Reasonable Adjustment Requirements

Please let us know in the box below if you consider that you have a disability and/or if you require any adjustments in order to attend an interview, or in order to fulfil the duties associated with the post.

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