APPLICATION NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REF NO: **BSL/0625**

APPLICATION FOR: **Business Support Lead**

CLOSING DATE: 4 August 2025 at midday

***ALL INFORMATION WILL BE TREATED AS STRICTLY CONFIDENTIAL***

**PLEASE PRINT OR TYPE IN BLACK INK AND ANSWER ALL QUESTIONS.**

**PLEASE NOTE CV’S WILL NOT BE ACCEPTED.**

**PLEASE TRY TO KEEP ANSWERS TO THE SPACE PROVIDED ON THE APPLICATION FORM.**

***PERSONAL DETAILS***

**(Part one)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SURNAME: |  | | | | |
| FORENAME(S): |  | | | | |
| ADDRESS: |  | | | | |
|  | | | | POSTCODE: |  |
| TELEPHONE NUMBER: (STD CODE) | | |  | | |
| MOBILE NUMBER: (STD CODE) | | |  | | |
| PREFERRED CONTACT NUMBER: (STD CODE) | | |  | | |
| EMAIL ADDRESS: | |  | | | |
| NATIONAL INSURANCE NO: | |  | | | |
| RIGHT TO WORK IN THE UK | |  | | | |

YES / NO

**PLEASE SEND COMPLETED APPLICATION TO:**

**SONYA BIGG, STAFF AND VOLUNTEER DEVELOPMENT COORDINATOR**

**HOUSING RIGHTS, THE SKAINOS CENTRE,**

**239 NEWTOWNARDS ROAD, BELFAST BT4 1AF**

**or**

**e-mail: recruitment@housingrights.org.uk**

**By 4 August 2025 at midday**

**EDUCATION / TRAINING**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **QUALIFICATIONS ATTAINED** | | | | | |
| **Dates** | | **Type of qualification** | **Subjects Passed** | **Grade attained** | **Date awarded** |
| From: | To: |
| **Higher Education** *(name of university/*  *college)* |  |  |  |  |  |  |
| **Training** |  |  |  |  |  |  |

**(Part two)**

Please note, the recruitment panel will only receive **Part Two** of your application form, therefore only those candidates who have best demonstrated they meet the criteria as set out in the Person Specification for this post, will be short-listed.

**EMPLOYMENT RECORD**

Please start with your present or most recent employment.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Name & address**  **of Employer** | **Position Held**  **& Main Duties** | **Hours per week in post** | **Grade/**  **Salary** | **Reason for Leaving** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**EXPERIENCE**

Please note that only those candidates who have best demonstrated they meet the requirements of the post will be short-listed.

**Essential Criteria**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **\*E1. Please demonstrate clearly, your education to degree level in a relevant business discipline plus three years operational experience of leading or coordinating business operations**  **OR five years’ experience of leading or coordinating business operations.**   |  |  |  |  | | --- | --- | --- | --- | | **Name, Level & Result(s) of**  **Qualification(s)** | **Dates Attended** | | | |  |  | To |  | |
| **\*E2. Please detail clearly, demonstrated knowledge of key business functions for example finance, human resources, IT, facilities management, contract management safety with a clear focus on providing high quality customer service.** |
| **\*E3. Please demonstrate clearly, experience of team management.** |
| **\*E4. Please demonstrate clearly, experience of developing and improving administrative systems and processes.** |
| \***E5. Please detail clearly, demonstrated competence in Microsoft applications (Teams, Outlook, Word, Excel)** |
| **Additional Information**  Please give any additional details of your work experience and other interests/information that you believe makes you suitable for this post; **including how you meet any desirable criteria** (please refer to the recruitment pack)**.** (Max 500 words) |

**VOLUNTARY SERVICE**

Have you been involved in voluntary service of any kind? Please give details, amount of time spent and the nature of your work.

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Part three** *will not be available to the selection panel* | |
| **If successful, how much notice are you required to give (if applicable) and how soon can you take up a post?** |  |
| **We routinely arrange learning and development opportunities for the successful candidate during their initial induction period and occasionally prior to an official start date. Do you have any planned holidays within the next 3 months?** |  |

**CRIMINAL OFFENCES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Have you ever been convicted of a criminal offence?** | **YES** |  |  | **NO** |  |

If YES, please give details of offence/s:

|  |  |
| --- | --- |
|  | (Note: You do not need to disclose any convictions which would be considered spent under the Rehabilitation of Offenders (NI) Order 1978.) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you related to any existing member of staff or Board of Housing Rights?** | **YES** |  | **NO** |  |

If YES, please give details (i.e. name and nature of relationship).

|  |
| --- |
|  |

**REFERENCES**

Please give details of two referees, at least one of whom should be your current/last employer:

**PLEASE PRINT CLEARLY ALL DETAILS**

|  |  |  |
| --- | --- | --- |
| **1** |  | **2** |
|  | **NAME** |  |
|  | **ADDRESS** |  |
|  | **TELEPHONE** |  |
|  | **EMAIL** |  |
|  | **ROLE** |  |

(NB REFERENCES WILL BE REQUIRED BEFORE APPOINTMENT)

**I DECLARE THAT ALL INFORMATION I HAVE GIVEN IS TRUE TO THE BEST OF MY KNOWLEDGE.**

|  |  |  |  |
| --- | --- | --- | --- |
| **APPLICANT’S SIGNATURE** |  | **DATE** |  |

|  |  |
| --- | --- |
| How did you learn about this job vacancy? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Housing Rights social media channels/website |  | Housing Rights e-zine |  |
| Community NI |  | JobApplyNI (job centre) |  |
| NIJobs |  | Family/friend |  |
| Recruiter / Agency |  | University job board |  |
| Other (please state): | | | |