|  |  |
| --- | --- |
| **Office Use Only** | |
| **CLOSING DATE:** |  |
| Post Ref | **CVIA 2025/26** |
| App Ref |  |
|  |  |
| Office Use Only | |
| Campaign No. |  |
| Post Ref. |  |
| App. Ref. |  |

**PRIVATE & CONFIDENTIAL**



1-3 Waterloo Place, Derry~Londonderry, BT48 6BT

Visit Derry is committed to equality of employment opportunity and welcomes applications from all suitably qualified applicants regardless of religious belief, political opinion, racial group, gender, age, marital status, sexual orientation and whether or not they possess a disability or have or do not have dependants. Information held by Visit Derry complies with and is stored in accordance with the General Data Protection Act (GDPR) Privacy Policy is attached.

APPLICATION FORM

For the post of: **Casual Visitor Information Ambassador (CVIA 25/26)**

**Please note CV’s MUST NOT be included as part of your application and if submitted WILL NOT be considered.**

**It is important that this form is completed with sufficient information to demonstrate how and to what extent you meet the job description and personnel specification. Visit Derry reserves the right to shortlist only those applicants who appear from the information supplied on their application form to be most suitable in terms of experience, qualifications and the other requirements of the post. Only those shortlisted will be progressed to the next stage of the recruitment process.**

# PLEASE TYPE OR PRINT IN BLACK INK

|  |  |  |
| --- | --- | --- |
| Surname: | Forenames: | |
| Address: | | |
| Post Code: | | |
| **E-mail Address:**  (An E-mail address **MUST** be provided). | | |
| Tel No. (Home): | Tel No. (Work): | |
| Tel No. (Mobile): | National Insurance No: | |
| DISABILITY Visit Derry welcomes all legislation designed to protect the rights of people. The Disability Discrimination Act defines a person as having a disability if he or she “has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities.” Having read this definition, do you consider yourself to have a disability?  Yes No  If yes, please advise if you will require any special arrangements if selected for interview:-  ………………………………………………………………………………………………………………………………….…  ***Note: Advice and support may be provided by your local Disablement Employment Advisor. Please contact your local Job Centre for further information****.* | | |
| Do you have a current driving licence? | | Yes No |
| Do you have access to your own transport? | | Yes No |
| **(Please tick as appropriate)** | | |

### EDUCATION AND TRAINING

Candidates should complete their application form fully. It is important that qualifications are **clearly** listed showing examination body, year of qualification, grade obtained etc. and any other relevant details as Visit Derry reserve the right to increase the specified criteria for any post when short listing in the event of a large number of applications being received.

Where more than one part of an examination is required for final qualification in a subject or course of study **all** parts attained must be clearly listed.

If you do not possess the specified qualifications, you should clearly indicate those qualifications which you are claiming are equivalent and on what basis they are equivalent to those specified. Remember, **your application will be shortlisted solely on the basis of information provided by you on the application form**. Members of the selection panel are not permitted to make assumptions about you or take account of any personal knowledge they may have about your qualifications/experience. You should ensure that the application form is completed fully and concisely.

**Educational certificates must be provided at interview for verification.**

# SECONDARY EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| Examining Body/Qualification | Subject Level (GCSE, A Level ) | Grade/Result | Year Awarded |
|  |  |  |  |

**FURTHER EDUCATION (Full-time and Part-time)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Educational  Establishment | Qualification Awarded and Subjects/Units taken | Date Course Started (MM/YY)  Date Course Completed (MM/YY) | Grade/  Result | Year  Awarded | Exams still to be taken and dates |
|  |  |  |  |  |  |

# PROFESSIONAL QUALIFICATION

|  |  |
| --- | --- |
| Title of Qualification | Date Awarded |
|  |  |

# MEMBERSHIP OF PROFESSIONAL BODIES

|  |  |
| --- | --- |
| Title of Professional Body Current Membership Status | Date of Registration |
|  |  |

# OTHER TRAINING/COURSES

Please provide details of any other relevant courses/training not identified above:-

|  |
| --- |
|  |

**Note: Should you be successful you will be required to produce official original proof of any qualifications/ memberships/training which you rely on to support your application.**

**EMPLOYMENT HISTORY**

It is important that you give clear details of your previous work experience, highlighting (by underlining) areas which you believe may be relevant to the post. **Please provide full details especially in relation to dates of employment**. **All dates should be in the format - day, month and year.**

# CURRENT EMPLOYMENT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name & Address of Employer | Date of Starting  (DD/MM/YY) | Job Title and Job Status (eg Full-time, Part-time, voluntary, etc) | Salary/Wage (eg per hour/ per week/per annum | Reason for Leaving |
|  |  |  |  |  |
| Main Duties of this Position: | | | | |

# PREVIOUS EMPLOYMENT

Please give details of all previous positions held by you since leaving school including vacation, voluntary or part-time work. Start with the most recent positions first. **Please provide full details especially in relation to dates of employment**. **All dates should be in the format - day, month and year.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name & Address of Employer | Employment Dates  (Start & Finish)  (DD/MM/YY) | Job Title & Job Status (eg FT, PT, voluntary,etc) | Main Duties of this Position | Salary/Wage (eg per hour/ per week/  per annum) | Reason for Leaving |
| Continue Overleaf |  |  |  |  |  |
| Full Name & Address of Employer | Employment Dates  (Start & Finish)  (DD/MM/YY) | Job Title & Job Status (eg FT, PT, voluntary,etc) | Main Duties of this Position | Salary/Wage (eg per hour/ per week/  per annum) | Reason for Leaving |
|  |  |  |  |  |  |

# EXPERIENCE, SKILLS AND ABILITIES

This application form will be used by a selection panel to decide whether or not to shortlist you to the next stage of the recruitment process. Having read the job description and personnel specification, please give details of your previous experience which you believe is relevant to this post together with any other information in support of your application. Remember, your application will be shortlisted solely on the basis of information provided by you **on the application form**. (Details of any relevant skills, expertise and abilities gained through voluntary work or in the home may be included on this sheet).

|  |
| --- |
| **PLEASE NOTE: *Only use the space allocated for this section – No additional pages are permitted.***  **Please detail a minimum of one years’ relevant work experience (specify dates).**  **AND clearly demonstrate experience and competence in the following areas:**   1. Dealing with the General Public 2. General Office Duties 3. Cash Handling 4. Computer Skills  Any other relevant information |

# REFERENCES

Please give the names and addresses of your last two employers, **one of which must be your current/most recent employer**. Referees should not be related to you and should be willing to act as a referee. Referees will be requested to comment on your ability to carry out the duties of the post for which you have applied and your honesty. (It should be noted that if you are offered a post, Visit Derry will require satisfactory references from your former employers for the last three years (if applicable), before confirmation of appointment.)

|  |  |
| --- | --- |
| Full Name: ……………………………………….………  Job Title: ………………………………………….………  Organisation: ……………………………………………  Address: …………………………………………………  ……………………………………………………….……  Post Code: …………..……. Tel No. ………………..  E-Mail: ……………………………………………………. | Full Name: ……………………………………….……  Job Title: ………………………………………………  Organisation: …………………………………………  Address: ……………………………………………….  ……………………………………………………….….  Post Code: …………..……. Tel No. ……………..…  E-Mail: ………………………………………………….. |
| If you were known by another name, please indicate accordingly:  ……………………………………………………………………………………………………………………………………. | |

**If you do not wish your referees to be contacted prior to interview, please enter X in this box**

|  |
| --- |
| **INTERVIEW ARRANGEMENTS:**  **PLEASE NOTE *Whilst Visit Derry endeavours to arrange an interview/assessment date suitable for candidates, this is not always possible.***  **All correspondence relating to this position will be via e-mail to the address provided**  **If you prefer to receive correspondence relating to this position by post please enter X in this box** |

**DECLARATION AND SIGNATURE**

|  |
| --- |
| I certify that the information I have provided above is true, complete and accurate to the best of my knowledge and I understand that any false or misleading statements or the withholding of any relevant information may render this application null and void, may provide grounds for the withdrawal of any offer of appointment or if appointed, dismissal from the service of Visit Derry.  I give my consent for Visit Derry to contact my nominated referees as well as my present and previous employers and in the event of an appointment being offered, to carry out a criminal record check, if deemed necessary.  SIGNED: ………………………………..………………………………. DATE: ……………………..……..…...  NAME IN CAPITAL LETTERS: ………………………………………………………………..………………………….. |

**Completed Application Forms should be returned along with the Equal Opportunities Monitoring Questionnaire to the *Visitor Services Officer, Visit Derry, 1-3 Waterloo Place, Derry~Londonderry, BT48 6BT (E: recruitment@visitderry.com)***



1-3 Waterloo Place, Derry~Londonderry, BT48 6BT

**Job Applicant Privacy Notice**

Visit Derry collects a range of information about you during our recruitment process, including:

* Your name and contact details.
* Your qualifications, experience, skills, and employment history.
* Whether you have the right to work in the UK.
* Your current salary and benefits.
* Whether you have a disability for which we need to make reasonable adjustments during our recruitment procedure.

We will collect this information from your applications form and/or covering letter, exam certificates, passport or other identity documents and interviews. We will then store the information on our internal IT systems and in paper form. We may share the information internally for recruitment purposes with our directors, IT and recruitment team.

We may also obtain information from, and share your information with, former employers to obtain references [vetting providers to carry out background checks and the Disclosure and Barring Service to obtain necessary criminal records checks]. We will not share your data with any other third parties or transfer it outside the European Economic Area.

[If your application is unsuccessful, we may keep your information on file in case we have any future job opportunities for you. We will ask for your consent to do this and you are free to withhold this consent or withdraw it at any time.]

**Why We Handle Your Personal Data**

We need to process various types of information about you to:

* Take the necessary steps before entering into a contract with you.
* Comply with our legal obligations, such as checking your right to work in the UK before employment starts.
* Fulfil our legitimate business interests, including being able to manage the recruitment process, assess your suitability for the role and decide whether to employ you.

We also need to retain your data to defend ourselves against any legal claims. We also need to process some ‘special categories’ of data. These include information necessary for equal opportunities monitoring and information about any disabilities, so we can make any reasonable adjustments to the recruitment process [as well as information about any criminal convictions]. This is necessary for us to perform our obligations and exercise specific rights related to employment.

**Data Retention and Protection**

If your application for employment is unsuccessful, we will keep your data on file for 6 months. If your application is successful, we will issue you with a new privacy notice setting out how long we will keep your personal information. We have strict policies and controls in place to prevent the loss, accidental destruction, misuse, or disclosure of your data.

**Your Rights and Obligations Under data protection laws, you have the right to:**

Obtain a copy of your data if you wish.

* Ask us to amend incorrect or out-of-date data.
* Ask us to erase or stop processing your data if it is no longer necessary for us to hold it for its original purpose.
* Object to us processing your data where we are relying on our legitimate interests as the legal basis for processing.
* Complain to the Information Commissioner’s Office if you believe that we have breached your data protection rights.

You are not obliged to provide any data to the organisation during the recruitment process. However, if you do not, we will not be able to process your application properly, if at all.

**Contact Information**

Visit Derry, 1-3 Waterloo Place, Derry~Londonderry BT48 6BT