PRIVATE & CONFIDENTIAL

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| **Reference number****Aptscft/21** | **Title of Position****Appointments Secretary- full time** | **Date** |

**Personal Details**

|  |  |
| --- | --- |
| **Surname** | **Title** |
| **First Name (in ful**l) | **Previous Surnames** |
| **Address** | **Daytime Telephone Number** |
| **Mobile Number** |
| **Email Address** |
| **National Insurance Number** |

**Eligibility to Work in the UK**

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| In line with the Asylum & Immigration Act 1999, applicants must be eligible to live and work in the UK without restrictions. Do you have the right to take up employment in the United Kingdom? YES/NO Do you require a Work Permit or Workers Registration? YES/NO If yes, please give details |
| Have you ever previously been employed by this company? YES/NO If yes, please give details |
| Are you an EU, EEA or Swiss citzen? YES/NOIf yes, please provide your right to work share code and date of birth or your passport can be provided before interview. |

**References**

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| Please name two referees who have knowledge of your present and/or most recent work and who are in a supervisory/managerial capacity/ (please note referees will not be contacted until an offer of employment has been made) |
| **Name** | **Name** |
| **Occupation and Organisation** | **Occupation** |
| **Address** | **Address** |
| **Post Code** | **Post Code** |
| **Telephone Number** | **Telephone Number** |
| **Email** | **Email** |

**Professional Qualifications and Registrations**

Please detail any University Degrees, Professional Qualifications, Training and Development and/or Current Professional Registrations. Please continue on a separate page if necessary.

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| --- | --- | --- |
| **Awarding Body** | **Description** | **Date Awarded** |
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**Employment History**

**Employment History** - Please provide details of other employment by continuing on a separate sheet if necessary and please include any voluntary positions that may be relevant. All gaps in employment history must be accounted for.

**Present Post (if unemployed – most recent post)**

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| --- | --- | --- |
| **Organisation Name of present employer** | **Job Title and Grade** | **Department/Work Location** |
| **Address** | **Date Appointed** | **Salary per annum** |
| **Post Code** | **Date Left (if appropriate)** | **Notice Period Required** |
| **Please state reason for leaving** |
| **Principle Duties** |

|  |  |  |
| --- | --- | --- |
| **Name of Organisation** | **Title of Position** | **Start Date** |
| **Reason for Leaving** | **Leave Date** |
| **Principle Duties**  |
| **Name of Organisation** | **Title of Position** | **Start Date** |
| **Reason for Leaving** | **Leave Date** |
| **Principle Duties**  |

**Demonstrating your Relevant Experience and Qualifications**

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| The following sections ask you to outline how you meeting the essential and desirable criteria of the vacant position. This information will be used by the panel when shortlisting. **You must clearly demonstrate how you meet each criteria and give relevant examples**. The shortlisting panel will not make assumptions as to your knowledge or experience. |

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| **Essential Criteria*** Minimum of 2 years’ experience working in a busy office environment
 |
| **Explain and demonstrate how you meet the criteria** |
| **Essential Criteria*** Excellent IT skills (MS Office, databases, client management systems etc.)
 |
| **Explain and demonstrate how you meet the criteria** |
| **Essential Criteria*** GCSE (A-C) or equivalent in English & Maths
 |
| **Explain and demonstrate how you meet the criteria** |
| **Essential Criteria*** Ability to prioritise and anticipate work, and work on own initiative
 |
| **Explain and demonstrate how you meet the criteria** |
| **Essential Criteria*** Good interpersonal skills and experience of dealing with the public
 |
| **Explain and demonstrate how you meet the criteria** |
| **Essential Criteria*** Ability to deal politely and effectively with a wide range of stakeholders, i.e. clients, staff, service providers, external professionals, etc., and to deal with queries efficiently and with empathy
 |
| **Explain and demonstrate how you meet the criteria** |
| **Desirable Criteria*** An understanding of and/or experience in the voluntary sector
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| **Explain and demonstrate how you meet the criteria** |

**Protection of Children and Vulnerable Adults**

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| Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?If yes, please give details. |

**Disability Discrimination**

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| The Disability Discrimination Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. Do you have a disability which is relevant to your application?If yes, please give details:We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.Do we need to make any special arrangements in order for you to attend the interview?If yes, please give details: |

**Health**

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Numbers of day’s sickness absence in last 2 years

|  |
| --- |
|  |

Numbers of occasions of sickness in last 2 years

|  |
| --- |
| Please state any pre-existing health (physical or mental) conditions Nexus should be aware of. |

**Holiday Arrangements**

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| Please indicate any planned holiday arrangements or other dates when you are unavailable for interview.Nexus is under no obligation to take account of these arrangements but will try to accommodate all if possible. |

**Advertising**

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| Please state how you became aware of this vacancy? |

**Monitoring Forms**

Please complete the Equal Opportunities Monitoring Form and return it in a separate envelope to the monitoring office.

**ACCESS NI (Criminal Conviction Checks for Regulated Activity Posts)**

The successful applicant will be subject to an Enhanced Access NI check. The Access NI Code of Practice is available to applicants on request. Having a criminal record does not automatically prevent a person being employed by Nexus NI.

“Do you have any convictions that are not “protected” as defined by the Rehabilitation of Offenders (Northern Ireland) Order 1978, as amended in 2014?” More information can be found at <https://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/disclosing-criminal-records/rehabilitation-offenders-act/> **No/Yes**

Is there any reason why you cannot work in a regulated activity? **No/Yes**

If you are unsure what this is, please consult this website**.**

<https://www.justice-ni.gov.uk/articles/disclosure-and-barring>

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| If your answer is Yes to the above questions, please provide detail. |

As per Access NI Code of Practice Nexus NI has a policy on the recruitment of Ex-offenders (HRP42) which is available on request to HR@nexusni.org

All information disclosed will be handled in accordance with the Nexus NI policy on Keeping Information Safe. To request a copy contact HR@nexusni.org

**Personal Declaration**

I declare that to the best of my knowledge the information given above is honest and accurate. I understand that any wilful misstatement or omission renders me liable to disqualification or, if appointed, to dismissal.

I understand that the appointment is subject to receipt of satisfactory references, the verification of qualifications or accreditations required for the post (as per the job specification) and relevant security check.

I hereby give consent for the information on this form to be collected, stored and processed in accordance with Nexus NI Privacy statement.

Signature ……………………………………………………………………………. Date …………………………………….

**Privacy Notice**

The data contained in this application form will only be used for the purpose of progressing this application for employment. The sensitive personal data on the attached monitoring form will only be used to comply with the requirement of statutory legislation.

The company will not share any of the information provided in your application with any third parties for marketing purposes or store any of your information outside the European Economic Area. The information you provide will be held securely by us whether the information is in electronic or physical format.

We will use the contact details you provide to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for. You do not have to provide what we ask for but it might affect your application if you don’t.

We do not collect more information than we need to fulfil our stated purposes and will retain it for longer than is necessary.

Please return this application to hr@nexusni.org or by post to 59 Malone Road, Belfast, BT9 6SA

Closing date for applications will be **[18 October 2021]**.

Please note **interviews are scheduled for [ tbc ]** and only candidates successful in shortlisting will be notified by email, confirming this date and time for interview.

Please return the Equal Opportunities Monitoring Form to hr@nexusni.org.