

Application Form

NORTHERN IRELAND COMMUNITY RELATIONS COUNCIL

VERIFICATION OFFICER

Applicants must complete the application form in the typescript and font size used in the form.
Or legible block capitals if using black ink.

CLOSING DATE FOR APPLICATIONS IS 12 NOON ON MONDAY 16 MARCH 2020

Notes – Please read before completing the application form

It is the responsibility of applicants to ensure that the application form is fully and correctly completed and signed and that all relevant information in support of their application is included. Failure to complete any part of the application form may render you ineligible for this competition.

Applicants are encouraged to submit applications at the following address:
recruitment@nicrc.org.uk. However, hard copy applications are welcomed and all applications will be treated equally regardless of whether they are hard copy or e-mail.

Community Relations Council accept no responsibility for checking forms upon receipt and/or notifying candidates if forms are unreadable or incomplete for technical reasons, or otherwise.

PLEASE READ CAREFULLY BEFORE COMPLETING THIS FORM

QUALIFICATIONS:

- If you believe your qualification is equivalent or higher than the one required, you must provide the panel with the necessary evidence to show this is the case. If the panel are unable to make an informed decision from the information provided, they may decide that the application form does not meet this particular criterion.

RELEVANT EXPERIENCE

- The selection panel will only interview those applicants who appear, from the information provided on the submitted application form, to meet the relevant experience and ability.
- It is therefore essential that applicants describe fully in the application form the extent to which they satisfy the specified criteria (giving length of experience, examples and **dates** as required).
- Panels will be interested in whom **you** reported to, what **you** did and how successful **you** were.
- It is **not** sufficient to simply list your duties and responsibilities. The selection panel will not make assumptions from the title of the applicants' posts as to the skills and experience gained.

APPLICATION FORMS

- Applicants are reminded that the application form must be **fully** completed as incomplete application forms will not be considered.
- CVs, letters or any other supplementary material will not be accepted (unless otherwise stated) in place of, or in addition to, completed application forms.
- Only the information presented in the application form (and supplementary information if required) will be considered by the selection panel.
- Your application will be examined by a selection panel whose job it is to assess the content of your application against pre-determined criteria, based on the requirements of the position.
- It is in your own interest that you provide a detailed and accurate account of your qualifications/experience, including relevant dates.
- Any inaccuracy in completing your form may result in rejection.

WHEN COMPLETING YOUR APPLICATION FORM

- Do not use acronyms, complex technical detail etc.
- Write down clearly your personal involvement in any experience you quote. It is how you actually carried out the piece of work that the selection panel will be interested in.
- Identify relevant examples. This is very important, as you may need to be prepared to talk about these examples in detail if you are invited to interview. It is **your** unique role the panel is interested in, not that of your team.
- Please note that applications considered illegible because of poor handwriting will be rendered invalid.

Verification Officer – Department Finance, Administration & Personnel

Personal Details

Surname			
First Name(s) (in full)			
Address where you can be contacted			Postcode
Telephone number (including local code)	Daytime	Evening	Mobile
E-mail address			
Are there any restrictions to you taking up employment in the UK?	Yes/No (Please circle or delete as appropriate). If yes please provide details.		

Please inform us immediately of any changes to your contact information

Please see the following pages for monitoring form, essential and desirable criteria

Pages 6 - 11 of the Application Form will be made available to the selection panel.

This box is for administration purposes only

Ref no:



PRIVATE & CONFIDENTIAL

Verification Officer

PLEASE NOTE THAT THIS FORM IS CONSIDERED PART OF YOUR APPLICATION AND FAILURE TO COMPLETE AND RETURN WILL RESULT IN DISQUALIFICATION.

For monitoring purposes only

We are an equal opportunities employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our employees, as required by the Fair Employment and Treatment (Northern Ireland) Order 1998.

Regardless of whether we practice our religion, most of us in Northern Ireland are seen as either a Roman Catholic or a Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below. This information will only be used for monitoring the effectiveness of CRC's equality policy and its obligations relating to monitoring.

Community Background

I have a Protestant community background	<input type="checkbox"/>
I have a Roman Catholic community background	<input type="checkbox"/>
I have neither a Protestant nor a Roman Catholic community background	<input type="checkbox"/>

Racial Monitoring (you must indicate by ticking one of the boxes below)

Are you :	White	<input type="checkbox"/>	Of Black African origin	<input type="checkbox"/>
	Of Black Caribbean origin	<input type="checkbox"/>	Of Bangladeshi origin	<input type="checkbox"/>
	Of Chinese origin	<input type="checkbox"/>	Of Indian origin	<input type="checkbox"/>
	Of Pakistani origin	<input type="checkbox"/>	Of other origin (please specify)	<input type="checkbox"/>

Please also complete the page overleaf

Disability

The Disability Discrimination Act 1995 makes it unlawful for an employer to treat a disabled person less favourably than someone else because of their disability, unless there is a good reason.

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 yourself to have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Where did you see this post advertised?

This information will be used only for statistical monitoring of this appointment process.
Thank you for your help in this matter

Essential Criteria

1. (please note there are several sections to this question)

(a) A university degree or professional qualification of equivalent standing

(The selection panel will make the final decision on the relevance and equivalence of your qualification).

Examining body / University / College:	Level of qualification:	Subject and modules studied:	Grade or mark:

1. (continued) AND

(a) A minimum of 2 years' experience carrying out vouching or audit of expenditure.

Please demonstrate and give examples, remembering to include length of experience:

Applicants must use only the space provided for this answer

Essential Criteria Continued

- 1. OR** (b) A minimum of 2 years' experience within an audit environment leading audit assignments to completion

Please demonstrate and give examples, remembering to include length of experience:

Applicants must use only the space provided for this answer

- 2.** A minimum of 2 years' experience reviewing internal controls within an organization and preparing reports including making practical recommendations for improvement

Please demonstrate and give examples, remembering to include length of experience:

Applicants must use only the space provided for this answer

Ref No:

Essential Criteria Continued

3. Experience of developing and maintaining effective work relationships with internal and external stakeholders to achieve a positive outcome

Please demonstrate and give examples:

Applicants must use only the space provided for this answer

4. Experience of managing a portfolio of funded groups (or similar)

Please demonstrate and give examples:

Applicants must use only the space provided for this answer

Essential Criteria Continued

5. Experience of maintaining accurate financial and non- financial records and preparing timely reports

Please demonstrate and give examples:

Applicants must use only the space provided for this answer

6. A minimum of 2 years' experience in using Microsoft Office suite of applications in particular (a) Outlook, (b) Word and (c) Excel in a workplace setting.

Programme Name	Total years of experience in each	Specify how and where you used the Programme
(a) Microsoft Outlook		
(b) Microsoft Word		
(c) Microsoft Excel		

Applicants must use only the space provided for this answer

Essential Criteria Continued

7. A current and valid driving license and access to personal transport insured for business **use/or*** have access to a form of transport which will permit the applicant to meet the requirements of the post in full (*this relates to any person who has declared to having a disability which debars them from driving).

I have a current full and valid driving licence	Yes / No - please circle or delete as appropriate
I have access to personal transport insured for business use	Yes / No - please circle or delete as appropriate
*I have a disability which debars me from driving but have access to a form of transport which will permit me to meet the requirements of the post	Yes / No - please circle or delete as appropriate

Please see following page for desirable criteria

Desirable Criteria

1. Reconciling detailed financial information including payroll records.

Please demonstrate and give examples:

Applicants must use only the space provided for this answer

Desirable Criteria Continued

2. Experience in using MS Excel to develop financial templates

Please demonstrate and give examples:

Applicants must use only the space provided for this answer

3. Experience of supervising staff including allocation of workload

Please demonstrate and give examples:

Applicants must use only the space provided for this answer

Employment History

PRESENT AND MOST RECENT EMPLOYMENT:

Please include details of your current or most recent employment here, and use the spaces below to give details of other employment, working backwards from the most recent.

Name and address of current employer:

Job Title:

Date Appointed:

Current basic salary:

Date of End of Appointment (if applicable):

Please outline your current/most recent job responsibilities:

Employment History Continued

Name and address of previous employer:

Job Title:	Date Appointed:
Current basic salary:	Date of End of Appointment (if applicable):

Please outline the responsibilities that you had in this post, highlighting those, which you feel to be most relevant to this application:

Name and address of current employer:

Job Title:	Date Appointed:
Current basic salary:	Date of End of Appointment (if applicable):

Please outline the responsibilities that you had in this post, highlighting those, which you feel to be most relevant to this application:

Health Details

Do you have a physical or mental impairment which has a substantial long term effect on your ability to carry out day to day activities?

Please tick or delete as appropriate: **Yes** **No**

If yes please specify any special arrangements for work associated with any impairment.

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Please specify any special arrangements you will need to attend interview.

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Criminal Record

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders (Northern Ireland) Order 1978.

If none please state NONE. In certain circumstances employment is dependent upon obtaining a satisfactory disclosure of criminal records.

Referees

Please give the names and addresses of two referees (one must be a current or if unemployed a previous employer) to whom reference may be made for further information regarding this application. Family members must not be listed as referees.

Referees will not be contacted until a provisional offer is made.

Name:	
Address:	
Postcode:	
Tel no:	E-mail address:

Name:	
Address:	
Postcode:	
Tel no:	E-mail address:

Data Protection/GDPR Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third parties via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. Information not provided in English may be passed to a third party translation service.

CRC reserves the right to request Access NI checks where appropriate to the job role.

Please see link to CRCs Privacy Notice:

https://www.community-relations.org.uk/sites/crc/files/media-files/privacy%20notice%20FINAL_0.pdf

Declaration

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that CRC reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply for a disclosure of criminal records. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed:

Dated:

Ref No:

**Application forms will be considered invalid if incomplete.
Please cross through all sections that are not applicable.**

Thank you for completing this form.

Applicants are encouraged to submit applications at the following e-mail address:

recruitment@nicrc.org.uk. However, hard copy applications are welcomed at the postal address below. All applications will be treated equally regardless of whether they are hard copy or e-mail.

**Community Relations Council
2nd Floor
Equality House
7-9 Shaftesbury Square
Belfast
BT2 7DP**

Completed applications to be returned by 12 noon 16 March 2020

To allow us to compare candidates in an equitable fashion, short-listing is carried out on the basis of information provided on the application form alone. For this reason CVs **will not** be accepted.

Applicants should note, when returning application forms, that the correct postage for the weight and size of the envelope is required otherwise it may be delayed, possibly not meeting the closing date and therefore, be refused. CRC will not accept late applications or an application where we are asked to pay any shortfall in postage by the mail provider.

It is the responsibility of applicants to ensure that the application form is fully and correctly completed and signed and that all relevant information in support of their application is included and that it reaches the address given by the closing date for the competition.

Community Relations Council accept no responsibility for checking forms upon receipt and/or notifying candidates if forms are unreadable or incomplete for technical reasons, or otherwise.

**Completed applications to be returned by 12 noon 16 March 2020
LATE APPLICATIONS WILL NOT BE ACCEPTED**

**INCOMPLETE APPLICATIONS WILL BE
REJECTED**