

***For official purposes:***

Date rec. ....

Ref No: .....

## **Recruitment Application Form**

**Position Applied for**

**HR Manager (12 month maternity cover)**

**Closing Date**

**Monday 15 February 2021 at 12 Noon**

**Please refer to the Job Description and Personnel Specification before completing the application form.**

**Contact:**

**HR Department  
Employers For Childcare  
Blaris Industrial Estate  
11 Altona Road  
Lisburn  
BT27 5QB**

**Tel: 028 9267 8200**

**Email: [hr@employersforchildcare.org](mailto:hr@employersforchildcare.org)**

**Website: [www.employersforchildcare.org](http://www.employersforchildcare.org)**

**Personal Details**

Surname:	Title: MR/MRS/MISS/MS
First Names (in full):	Previous Surnames:
Address:     Post Code:	Telephone No (including area code):  Mobile Telephone No:  E-mail Address:  National Insurance Number:

**Do you have a full clean driving license which allows you to drive in NI?**

YES/NO (*delete as appropriate*)

**Do you have your own car?**

YES/NO (*delete as appropriate*)

**Do you require a permit to work in Northern Ireland?**

YES/NO (*delete as appropriate*)

**If yes, please give details**

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## Education/Qualifications

Date	Subject or Title of Qualification	Level of Qualification	Grade of Qualification

## Current Professional Qualifications

Please detail membership of professional organisations or institutes.

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*(Continue on separate sheet if necessary, marked with your name and the post for which you are applying)*

## Employment History

<b>Name and address of present/most recent employer</b>  <b>Name:</b>  <b>Address:</b>  <b>Post Code:</b>		<b>Present salary pa</b>  £ _____  <b>Detail other elements of remuneration package</b>  <b>Period of Notice Required if still employed</b>
<b>Please detail below your reason for leaving or reason for seeking alternative employment.</b>  		
<b>Please detail below all positions held during your employment with the above employer</b>		<b>Dates employed</b>
<i>Current/Most recent job title</i>	<i>From (dd/mm/yy)</i>	<i>To (dd/mm/yy)</i>
<i>Previous job titles (if applicable)</i>	<i>From (mm/yy)</i>	<i>To (mm/yy)</i>
<b>Principal Duties</b>  		

## Previous Experience

Please give details of all previous posts held, beginning with the most recent. If you have held more than one position with an employer, please give details of each position. (Please attach additional pages as required)

Name & Address of Employer	Dates Employed		Job Title
	From	To	
			Salary upon leaving £ _____

<b>Description of Duties</b>
<b>Reason for Leaving</b>

## Gaps in Employment

If there are any gaps in your employment, please explain in this section.

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*(Continue on separate sheet if necessary, marked with your name and the post for which you are applying)*

## Information for Shortlisting Purposes

Ref No: \_\_\_\_\_

### Only this section of the form will be used for shortlisting purposes

Please outline your experience in relation to the essential criteria as specified in the Personnel Specification. Shortlisting will be based on the evidence that you supply below to satisfactorily demonstrate how, and to what extent, you meet the criteria. Please give examples and specify exact dates as appropriate. Where we have specified a qualification "or equivalent" it is your responsibility to show how your qualifications meet the required standard. The Shortlisting Panel will not make assumptions as to your circumstances, qualifications, and experience.

**Essential Criteria** - Please outline how you meet the essential criteria (max 1500 words)

**Desirable Criteria** - Please outline how you meet the desirable criteria (max 750 words)

*(Continue on separate sheet if necessary, marked with your name and the post for which you are applying)*

## References

Please provide contact details for all previous employers within the last 10 years. At least one should have knowledge of your current or most recent work and be in a supervisory or managerial capacity. References will not be sought without prior approval of applicant. (Please attach additional pages as required)

<p>Name:</p> <p>Occupation:</p> <p>Address:</p> <p>Post Code:</p> <p>Telephone Number:</p> <p>Email:</p> <p>How long has this person known you:</p> <p>What capacity does this person know you?</p>	<p>Name:</p> <p>Occupation:</p> <p>Address:</p> <p>Post Code:</p> <p>Telephone Number:</p> <p>Email:</p> <p>How long has this person known you:</p> <p>What capacity does this person know you?</p>
<p>Name:</p> <p>Occupation:</p> <p>Address:</p> <p>Post Code:</p> <p>Telephone Number:</p> <p>Email:</p> <p>How long has this person known you:</p> <p>What capacity does this person know you?</p>	<p>Name:</p> <p>Occupation:</p> <p>Address:</p> <p>Post Code:</p> <p>Telephone Number:</p> <p>Email:</p> <p>How long has this person known you:</p> <p>What capacity does this person know you?</p>

## Holiday Arrangements

Please indicate planned holiday arrangements or other dates when you are unavailable for interview.

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Employers For Childcare is under no obligation to take account of holiday arrangements but will endeavour to do so.

## Advertising

Please indicate where you heard of this vacancy:

- NIJobs.com       CommunityNI       Job Centre       Word of mouth
- Employers For Childcare Website       Other (please specify) \_\_\_\_\_

## APPLICANT'S DECLARATION

I declare that all the information I have given is correct. I understand that any false information given or information omitted may result in any offer of employment being withdrawn or in employment being terminated.

I confirm that there are no medical reasons which would prevent me from undertaking the duties of this post.

I understand that the appointment is subject to receipt of satisfactory references, the verification of qualifications required for the post (as per the Personnel Specification) and a satisfactory probationary period.

I also understand that appointment may be subject to the satisfactory completion of an AccessNI disclosure check. Please be advised that Employers For Childcare adheres to the Access NI Code of Practice and has a policy on the recruitment of ex-offenders, copies of which are available upon request from the HR Department.

I hereby consent for the information on this form will be collected, stored and processed by Employers For Childcare in line with the Fair Employment and Treatment (NI) Order 1998 and provisions of the Data Protection Act. I understand that my applications will be stored for up to a 12 month period in line with the above legislation.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



## **Criminal record declaration form**

This form must be completed by all applicants. The information disclosed on this form will not be kept with your application form during the application process.

### **Policy statement on recruiting applicants with criminal records**

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age of the applicant at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s) and the explanation(s) offered by the person concerned.
- Whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all unspent convictions could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from NIACRO <https://www.niacro.co.uk/working-well-0>

# CRIMINAL CONVICTIONS DECLARATION

PLEASE BE ADVISED THAT THIS PAGE SHALL NOT BE MADE AVAILABLE TO THE SHORTLISTING PANEL – HOWEVER FAILURE TO COMPLETE THIS DECLARATION WILL RENDER YOUR APPLICATION INVALID.

This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, please contact [NIACRO](http://niacro.co.uk) or email [working.well@niacro.co.uk](mailto:working.well@niacro.co.uk) for further advice.

Please note a satisfactory Access NI Clearance is required prior to commencement of employment. A criminal record or answering 'Yes' to any of the below questions will not necessarily be a bar to obtaining a position.

Do you have any convictions that are **not** "protected" as defined by the Rehabilitation of Offenders (Northern Ireland) Order 1978, as amended in 2014?

YES/NO (delete as appropriate)

Have you any legal charges currently outstanding?

YES/NO (delete as appropriate)

*If so, please give details below. Alternatively you can attach a separate sheet to your application. You need not include motoring convictions unless your driving licence has a current endorsement as a result, and you need not include convictions which are "spent" under the Rehabilitation of Offenders (NI) Order 1978, as amended in 2014. Please refer to the Table of Rehabilitation Periods [click here](#)*

You can disclose your record under a separate cover provided that you mark a cross on the line below and attach the details separately. The document should be marked/titled CONFIDENTIAL and state your name and the details of the post.

I have attached details of my conviction separately \_\_\_\_\_ (Please mark with an X if appropriate.)

## DECLARATION

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Employers For Childcare

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Equal Opportunities Monitoring Form

*In strictest confidence*

We are an Equal Opportunities employer and we welcome applicants regardless of religious belief, political opinion, race or ethnic origin, gender, marital status, sexual orientation, disability or age.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

The use and confidentiality of Community Background information is protected by the Fair Employment and Treatment (NI) Order 1998. It will be used only for monitoring, investigations or proceedings under the requirements of the above legislation.

Post Applied For:

HR Manager (12 month maternity cover)

Reference No:

### 1. Community Background

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Protestant or Roman Catholic.

Please indicate your community background: (delete as appropriate)

- I am a member of the Protestant community
- I am a member of the Catholic community
- I am not a member of either the Protestant or the Catholic community

If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form.

### 2. Gender (delete as appropriate)

- Female
- Male

### 3. Age

Please state your date of birth: \_\_\_\_\_

### 4. Disability

In line with the Disability Discrimination Act 1995, a disability is defined as “a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities”

Having read this definition do you consider yourself to have a disability? (delete as appropriate)

- Yes
- No

**Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.**