IN CONFIDENCE

**ADVICE NI**

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APPLICATION FOR EMPLOYMENT

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| **Post:**: **Quality Co-Ordinator – Job Share, Part-Time , Secondment Considered** Please indicate where you saw the vacancy: **CLOSING DATE**: *5 pm Monday 27th September 2021* |
| **Interview Date: to be advised** |
| **We reserve the right to enhance the existing criteria should we have a large number of applicants** |

**Please complete all sections of this application using black ink or typescript.**

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| **PERSONAL PARTICULARS** |
| Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Telephone Number for contact: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(**Essential) |

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| **EDUCATION Please do not include dates** |  |
| Subjects passed at O Level/GSCE (Equivalent) | **Subjects passed at ‘A’Level (Equivalent)** |
| Degrees or diplomas with institutions attended |

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| **PROFESSIONAL QUALIFICATIONS** |
| Name of professional body or bodies | (i) By Examination and Result | (ii) By Election |

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| **PRESENT EMPLOYMENT (if any)** |
| Name and Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of present employer(or last employer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Post Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Duties of Post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Appointed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period of Notice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **VOLUNTARY SERVICE OR COMMUNITY WORK** |
| Please give details of any voluntary service or community work that you have undertaken on an unpaid voluntary basis. |

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| **WORK EXPERIENCE** |
| Please list, starting with the latest, any previous positions you have held which are relevant to the application, with a brief description of duties and relevant dates. |

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| **RELEVANT EXPERIENCE TO THIS POST** |
| Important guidance information for completion of this formDrawing upon all of your experience from work or on a voluntary basis and using the **Personal Specification**, consider how your skills, experience and abilities relate to each criteria for this post.In responding to the criteria below, it is essential that you **describe fully** how and to what extend you meet the experience sought by providing clear information and examples. In response to each criterion which requires experience of a certain length, **you must specify the job role, organization name and relevant dates of the experience gained**.It is no appropriate to simply list various posts you have held with no examples or descriptions of the experience gained as the **selection panel will not make assumptions on job titles or the nature of the organization as to the experience gained.** Shortlisting for this post will be undertaken using only the information you have provided in response to each criteria below.***Please remember it is the quality of the examples given along with precise details of where and when the experience was gained which matter, not the length of the response***. Personnel Specification, .**Education/Training** **Essential****Desirable****Experience** **Essential****Desirable****Skills** **Essential****Desirable****Knowledge/Values Attributes** **Essential**  |
| **Desirable** |
| **REFEREES** |
| All offers of employment are subject to receipt of two satisfactory references, one of whom should be your current employer and/ or your most recent employer/s. If you are successful, we will require you to provide us with the names of two referees. |

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|  Are you eligible to work in the UK : YES □ NO □  You will be required to provide documentation to support this claim (under Section 8 of the Asylum and Immigration Act. 1996) if you are offered the post. |

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| Have you ever been convicted of a criminal offence?(Exclude convictions which are spent under the Rehabilitation of offenders (N.I. Order 1978).YES □ NO □  |

Do you have a valid UK driving license/access to car Yes No

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| **DECLARATION**  I declare that the information set forth in this application form is, to the best of my  knowledge, true and complete. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **PLEASE RETURN TO:****recruitment@adviceni.net**Signed email copy will be accepted  |