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| **Personal information and address for correspondence** | |
| First name(s) |  |
| Last name |  |
| Address |  |
| Postcode |  |
| Telephone home |  |
| Mobile |  |
| Email |  |
| We will normally contact you by email. However, if you would prefer to be contacted using another method please let us know here: | |

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| **CONFIDENTIAL APPLICATION FORM SECTION 1** | | |
| Please refer to the **Guidance Notes for Applicants** before completing this application form.  We value diversity, promote equality and challenge discrimination. We encourage and welcome applications from suitably skilled candidates from all backgrounds. Members of the recruitment panel will consider information you provide against the person specification for the role to decide whether you will be shortlisted for an interview. It is therefore essential that you complete the form fully and that you clearly demonstrate how you meet each point on the person specification. | | |
| Candidate ref. number (for office use only): | | **TA/2021/** |
| **Position applied for** | | |
| Job title | **Graduate Trainee Adviser** | |

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| **Information, experience, knowledge, skills and abilities** |
| **Please describe in the space below why you believe you meet the person specification for this post. Please ensure that you address all the criteria in the person specification (essential and desirable [if applicable], and feel free to continue on separate pages, if needed.** You must be able to demonstrate on this application form and at interview, if called, that you can satisfy each and every aspect of the Person Specification.  **It will be insufficient merely to duplicate what the Person Specification states. Demonstrate positively your ability, commitment, etc, by example either in your academic, professional, voluntary or personal life.** |

**ESSENTIAL CRITERIA**

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| Third Level or degree standard qualification in a relevant area (preferably law or social sciences) |
| Ability to understand complex information and legislation in order to achieve an accredited advice qualification during probation period |
| Ability to work with figures |
| Excellent interpersonal and communication skills |
| Ability to prioritise own work and meet deadlines |
| Ability to use IT packages, including Microsoft Office (Word, Excel, PowerPoint) or similar in the provision of advice, the preparation of reports and submissions as well as the ability to use email and to maintain an electronic diary |
| Ability to contribute to the work of a team |
| An understanding of the issues around poverty and the impact on individuals and communities |
| A commitment to the aims, principles and policies of the Community Advice service and its equality and diversity policies |
| Flexibility to work evenings and weekends dependent upon business requirements |
| **DESIRABLE CRITERIA** |
| Experience working with the public |

**An Access NI check will be required for this post.**

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| **Criminal convictions** | |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the  **Rehabilitation of Offenders** (**NI**) Order 1978  Having a criminal record will not necessarily bar you from working for Community Advice Newry, Mourne and Down – much will depend on the type of job you have applied for and the background and circumstances of your offence.  For some posts, an offer of employment will be subject to an Access NI check. If this applies to the post for which you are applying, this will be noted in the application pack. | Yes / No |
| If YES please provide details of the offence and the date of conviction. | |

**MOBILITY**

DO YOU HAVE ACCESS TO A CAR? YES / NO

DO YOU HOLD A FULL CURRENT DRIVING LICENCE? YES / NO

If you have answered NO to either of the above mobility question and you consider yourself to have a disability which is relevant to your job application, can you demonstrate that you can fulfil the mobility requirement of the post for which you are applying?

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| **Entitlement to work in the UK** |
| A job offer will be subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK if you are successful and an offer of employment is made.  Please note that Community Advice Newry, Moune and Down does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system. |

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| Declaration | |
| Data Protection Statement: I consent to this information being processed and stored for the purpose of recruitment and selection at Community Advice Newry, Mourne and Down and if appointed, for the purposes of employment at Community Advice Newry, Mourne and Down.  I confirm that to the best of my knowledge, the information I have provided on this application form is true and correct. I understand that if appointed on the basis of false information contained in this form, I may be summarily dismissed.  **How we will use your information**  The information you give us on the application form will be used to help us decide whether to recruit you as a member of staff - this is our ‘legitimate interest’ under data protection law. It will only be seen by staff involved in the recruitment process, and will be stored securely.  If you are recruited, we will retain your contact information in order to involve and support you. We will also collect additional information, such as next of kin details, and over time records of training, support meetings and where relevant, appraisals. Again, it will be kept securely, and only those people who need to see your information in order to involve you will have access to it.  All use of applicant’s information will be relevant to their involvement, and may include:   * Contacting applicants when necessary * Making reasonable adjustments to improve accessibility * Monitoring statistical details of our applicants * Providing ongoing support to applicants * Addressing problems or complaints | |
| **IMPORTANT**  **If you are sending your application form by e-mail, please mark this box** ¨  **(as a substitute for your signature) to confirm that you agree to the above declaration.** | |
| Signed: | Dated: |

Please return this form electronically by 12.00 noon on Friday 24th September to [kellie@advicenmd.com](mailto:kellie@advicenmd.com)

In addition to this application please submit a CV which contains details of education / training and employment history. Interviews potentially on Monday 4th October.

Please complete Section 2.

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| **CONFIDENTIAL APPLICATION FORM SECTION 2**  **Diversity monitoring** Please note **Section 2** will be detached before sending your application to the recruitment panel for shortlisting. | | | |
| **Job title:** | **Graduate Trainee Adviser Post** | **Candidate ref. number**  **(for office use only):** | **TA/2021/** |
| Community Advice Newry, Moune and Down is committed to valuing diversity and promoting equality. We encourage and welcome applications from suitably qualified candidates from all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.  In order to achieve these aims we need to know about the diversity of people who apply to work in the service. Please help us by providing the following information. All information will be treated confidentially and will be separated from your application form before making any selection decisions.  If you prefer not to answer any of the questions please leave them blank.  **General Data Protection Regulations (GDPR)**  Under data protection law we are allowed to ask for this information as its sole purpose is to allow us to monitor the diversity of our applicants.Community Advice Newry, Moune and Down will keep the information secure and confidential and use it only for the purposes of recruitment and selection diversity monitoring. If you become an employee of Community Advice Newry, Moune and Down the information will be retained for the purpose diversity monitoring only.  Thank you for your co-operation.  **The following information will not be seen by the recruitment panel and will not affect your application.** | | | |

**Age:** r <25 r 25-34 r 35-44 r 45-54 r 55-64 r 65+

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**Gender:** r Female r Male r Prefer not to say

**Ethnic origin -** How would you describe yourself? Choose **one** section and select the appropriate box within it.

**White:**

r British r Irish r Northern Irish r Gypsy or Irish Traveller

r Other White background, please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed Heritage:**

r White and Black African r White and Black Caribbean r White and Asian

r Other Mixed background, please state:

**Asian or Asian British:**

r Indian r Bangladeshi r Pakistani

r Any other Asian background, please state:

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**Black or Black British:**

r African r Caribbean r Any other, Black background, please state:

**Chinese or other ethnic group:**

r Chinese r Arab r Any other, please state:

r  **Prefer not to say**

**Disability –** Community Advice Newry Mourne and Down believes that people are disabled by the barrier's society places in their way and not by their own impairments. We believe everyone has a role to play in society and we want the service to benefit from the widest range of talent available.

Do you consider yourself to be a disabled person or do you have a long-term health condition?

r Yes r No r Prefer not to say

**Religion or belief -** Which group below do you most identify with?

r Catholic Community r Protestant Community r Neither Community