Controlled Schools’ Support Council

Second Floor, Main Building

Stranmillis University College

Stranmillis Road

Belfast BT9 5DY

**Office Use ONLY**

Monitoring number: SCO1920-02 **\_ \_ \_**

Application on database

Monitoring on database

Tel: +44 (0)28 95 313030

**CONFIDENTIAL**

**APPLICATION FOR EMPLOYMENT**

*(Please note that CVs will NOT be accepted)*

**Please note this form should be completed electronically. We will not normally accept handwritten applications except where a reasonable adjustment is required. Should you require assistance please contact Caroline MacLynn, HR Officer, on telephone number 028 95 313030.**

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| **Job Reference:** | **SCO1920-02** | | |
| **Job Title:** | **SENIOR CLERICAL OFFICER** | | |
| **Location:** | **CSSC Headquarters**  **Stranmillis University College Belfast BT9 5DY** | **Closing date and time**: | **12pm, Tuesday 17 September 2019** |
| **Completed applications should be returned by email to:** | **recruitment@csscni.org.uk** |  |  |

**SECTION A**

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| **Personal Details** | | | | | | | | | |
| Title (delete as appropriate): (Dr/Mr/Mrs/Ms/Miss) | | | Forename(s): | | | | | | |
| Surname: | | | National Insurance Number: | | | | | | |
| Address: | | | | | | | | | |
| Postcode: | | | Daytime telephone number(s)  (i)  (ii) | | | | | | |
| Email address: | | | | | | | | | |
| Please provide details of any special arrangements or reasonable adjustments, in relation to either communications or access, that you may require, if you are invited for assessment and interview. | | |  | | | | | | |
| Are you free to remain in and take up employment in UK? | | | | Yes  No | | | | | |
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| Do you have any criminal convictions, which are not regarded as spent under the Rehabilitation of Offenders (NI) Order 1978? | | | Yes  No | | | | | | |
| Please note that the fact that an applicant has a criminal record will not necessarily be a bar to obtaining a position. | | | | | | | | | |
| If Yes, please provide details: | | |  | | | | | | |
| **Employment History** | | | | | | | | | |
| Please complete the table below starting with your current or most recent employer. | | | | | | | | | |
| Name and address of employer: | | | | | Job title: | | | | |
| Dates of employment: | | | | |
| From: | | | To: | |
|  | | |  | |
| Salary: | | | | | Reason for leaving: | | | | |
| Notice period: | | | | | | | | | |
| Duties and Responsibilities: | | | | | | | | | |
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| **Previous employment continued: All previous employment must be accounted for in your application (at least for**  **the last ten years - if applicable).** | | | | | | | | | |
| **Employer name and address** | **Job title** | **Dates of employment (dd/mm/yy)** | | | | | **Outline brief duties and responsibilities** | | **Reason For Leaving** |
| **From** | | | | **To** |
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| **Gaps In Employment** |
| **Please provide information to explain any gaps in your employment.** |
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| **Education and Training** |

Please provide details of any relevant qualifications or training you have received.

**Education.** Please list all relevant secondary education qualifications obtained:

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| **Qualification / Level of exam** | **Subject** | **Grade** | **Dates (mm/yy)** |
| **From - To** |
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**Further and Higher Education**

Please list all qualifications of degree level or equivalent

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| **Institution Name** | **Title of Award/**  **Qualification/Field of Study** | **Grade** | **Dates (mm/yy)** |
| **From - To** |
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**Training and Professional Qualifications**

Please list all relevant professional and training qualifications obtained.

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| **Course Title** | **Qualification** | **Dates (mm/yy)** |
| **From - To** |
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| **Eligibility Criteria** | | | |
| **ONLY THIS SECTION OF THE FORM WILL BE USED FOR SHORTLISTING PURPOSES** | | | |
| **Important Note For Applicants:**  • For shortlisting purposes, the selection panel will only use this section of the application form.  • The shortlisting panel will only shortlist those who meet the required criteria. Candidates **MUST** demonstrate how they meet the essential and desirable criteria. Please ensure that you fully describe against each requirement, how you meet the stated criteria, giving examples and specifying exact dates as appropriate. It is not appropriate to simply list the skills and experience you gained. Where an advertisement specifies a qualification (academic, professional, and or/vocational) 'or equivalent' the responsibility lies with the applicant to show how their qualifications meet the required standard specified.  • Each criteria is assessed individually and must therefore be completed in full i.e. candidates should not rely on information included in a previous answer for another criteria. | | | |

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| **Essential** |
| **1. 5 GCSEs at level C or equivalent** |
| **Word limit:** 200 |

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| **Essential** |
| **2. Experience of word processing, excel and powerpoint skills.** |
| **Word limit:** 300 |

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| **Essential** |
| **3. Experience working within a team of clerical and administrative staff which included the following activities:**   * **collating and inputting data to produce reports** * **maintaining electronic and paper filing systems** * **scheduling and organising meetings or other events and managing a calendar or diary.**   **(**please provide detail of your experience within each activity listed above) |
| **Word limit:** 500 |

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| **Essential** |
| **4. Experience of working on your own initiative and working flexibly, with minimal direction and supervision.** |
| **Word limit:** 400 |

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| **Essential** |
| **5. Experience of dealing with the public / external stakeholders** |
| **Word limit:** 400 |

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| **Desirable - Priority One** |
| Experience of working successfully with significant databases. |
| **Word limit:** 200 |

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| **Desirable - Priority Two** |
| Experience of working as a personal assistant |
| **Word limit:** 200 |

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| **Desirable - Priority Three** |
| Further qualifications relevant to the post\* (\*a relevant qualification is a qualification  related to education, or the duties or responsibilities of the role). |
| **Word limit:** 200 |

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| **Child Protection** | |
| **(Please note this may involve "regulated activity" as defined under the Safeguarding Vulnerable Groups (NI) Order 2007).**  **Are you aware if anything in your employment or personal history which would render you unsuitable to work with children and younger people? (Please tick)** | |
| **Option** | **Applicant Selection** |
| **Yes** |  |
| **No** |  |

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| **Child Protection** |
| **If you answered "Yes" to the above question, please provide details.** |
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| **Transport** | |
| **Do you hold a current driving licence? (Please tick)** | |
| **Option** | **Applicant Selection** |
| **Yes** |  |
| **No** |  |

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| **Do you have access to a car or other suitable form of transport (if it is necessary, to meet the essential requirements of the post)? (Please tick)** | |
| **Option** | **Applicant Selection** |
| **Yes** |  |
| **No** |  |

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| **References** |
| Please give the contact details of two persons not related to you, willing to act as a referee. The first  referee should be your current/most recent employer and be in a direct supervisory/managerial capacity.  The second reference, where possible, should be a previous employer. References will only be sought  as part of the pre-employment check after the final interview. |

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| **Referee 1** | |
| Name: |  |
| Their Position: |  |
| Company Name: |  |
| Address: |  |
| Postcode: |  |
| Email Address: |  |
| Telephone number(s): |  |

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| **Referee 2** | |
| Name: |  |
| Their Position: |  |
| Company Name: |  |
| Address: |  |
| Postcode: |  |
| Email Address: |  |
| Telephone number(s): |  |
| If you have not named your current employer (or your most recent employer), please state why: | |
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| **DECLARATION** | |
| Do you have any actual or potential  conflicts of interests? |  |
| I declare the following actual or  potential conflicts of interests. |  |
| Do you have a close personal or working relationship with any CSSC employee or member of the CSSC  Council? |  |
| If Yes, please provide details |  |
| I confirm to the best of my knowledge that the information provided on this application form is true and accurate. I accept that any false or misleading statements may be sufficient cause for rejecting my application, retracting a job offer or if employed, may lead to my dismissal.  Should this application be successful I agree to supply documentary evidence as requested i.e. proof of right to work in the UK, Passport, qualifications etc. that may be necessary to process my application for employment.    I certify that the CSSC may process and retain this application form under the provisions of the General Data Protection Regulation 2018. I understand that by completing this declaration I am indicating my authorisation for the CSSC to process and retain the information for the purposes stated, to include, approaching my current/most recent employer for a reference in the event of my being recommended for appointment. | |

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| **Signature** |  | **Date** |  |

Please complete and return this form together with the Equal Opportunities monitoring questionnaire to the email address on the front of this form by the closing date advertised.