

Controlled Schools’ Support Council

Second Floor, Main Building

Stranmillis University College

Stranmillis Road

Belfast BT9 5DY

Tel: +44 (0)28 9531 3030

Registered with The Charity Commission for Northern Ireland NIC107873

| **OFFICE USE ONLY**Monitoring number: SCO2122-02 \_\_\_\_Application on database [ ] Monitoring on database [ ]  |
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**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 9531 3030.**

| **Job Reference:** | SCO2122-02  |
| --- | --- |
| **Job Title:** | SENIOR CLERICAL OFFICER |
| **Location:** | CSSC HeadquartersStranmillis University College Belfast BT9 5DY |
| **Closing date and time:**  | 12 noon, Wednesday 26 January 2022 |
| **Completed applications should be returned by email to:** | recruitment@csscni.org.uk |

| Personal Details |
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| National Insurance Number:Title (**delete as appropriate**): (Dr/Mr/Mrs/Ms/Miss)Forename(s):Surname: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? (Please tick)Yes [ ]  No [ ]  |
| Do you have any criminal convictions, which are not regarded as spent under the Rehabilitation of Offenders (NI) Order 1978? (Please tick)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 provide details below starting with your current or most recent employer.Name and address of employer:Job title:Dates of employmentFrom:To:Salary:Reason for leaving:Notice period:Duties and Responsibilities: |
| 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)From:To:Outline brief duties and responsibilities:Reason For Leaving: |
| Employer name and address:Job title:Dates of employment (dd/mm/yy)From:To:Outline brief duties and responsibilities:Reason For Leaving: |

| Previous employment continued |
| --- |
| Employer name and address:Job title:Dates of employment (dd/mm/yy)From:To:Outline brief duties and responsibilities:Reason For Leaving: |
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| Employer name and address:Job title:Dates of employment (dd/mm/yy)From:To:Outline brief duties and responsibilities:Reason For Leaving: |
| Gaps In Employment |
| Please provide information to explain any gaps in your employment. |

| Education and Training |
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| Please provide details of any relevant qualifications or training you have received.**Education.** Please list all relevant education qualifications obtained in date order, beginning with GCSEs: |
| Type of qualification obtained e.g. GCSE, A-level, NVQ, Degree etc.:Subject / Name of course:Grade attained:Dates (mm/yy)From:To: |
| Type of qualification obtained e.g. GCSE, A-level, NVQ, Degree etc.:Subject / Name of course:Grade attained:Dates (mm/yy)From:To: |
| Type of qualification obtained e.g. GCSE, A-level, NVQ, Degree etc.:Subject / Name of course:Grade attained:Dates (mm/yy)From:To: |
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| Type of qualification obtained e.g. GCSE, A-level, NVQ, Degree etc.:Subject / Name of course:Grade attained:Dates (mm/yy)From:To: |

| Training and Professional QualificationsPlease list all relevant professional and accredited training qualifications obtained. |
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| Course Title:Qualification:Dates (mm/yy)From:To: |
| Course Title:Qualification:Dates (mm/yy)From:To: |
| Course Title:Qualification:Dates (mm/yy)From:To: |
| Course Title:Qualification:Dates (mm/yy)From:To: |
| Course Title:Qualification:Dates (mm/yy)From:To: |
| Course Title:Qualification:Dates (mm/yy)From:To: |

| ELIGIBILITY CRITERIA**Note for candidates:** **For shortlisting purposes, the selection panel will only use this section of the application form.**  |
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| Candidates MUST demonstrate how they meet the essential criteria. In the space below, please demonstrate, by providing a clear and unambiguous statement, how your qualifications, skills and experience meet the **essential** criteria.ESSENTIAL CRITERIA1. **A minimum of 5 GCSEs at grade C or above, or equivalent, to include English and Mathematics.**
2. **Demonstrate your experience and proficiency in use of MS Office packages highlighting how you have used MS Word, Excel and Outlook.**
3. **Demonstrate experience working within a clerical or administration role 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.**
1. **Demonstrate experience of communicating effectively with others.**
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| **(Word limit: 900 words)** |
| In the space below, please demonstrate clearly how you meet the following desirable criteria.DESIRABLE CRITERIA* Experience of using virtual platforms e.g. Zoom, MS Teams, to set up or assist in hosting meetings and events
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| **(Word limit: 250 words)** |

| Child Protection |
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| (Please note this may involve "regulated activity" as defined under the Safeguarding Vulnerable Groups (NI) Order 2007).Are you aware of anything in your employment or personal history which would render you unsuitable to work with children and younger people? (Please tick)Yes [ ]  No [ ]  |
| If you answered "Yes" to the above question, please provide details. |

| Transport |
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| Do you hold a current driving licence? (Please tick)Yes [ ]  No [ ]  |
| 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)Yes [ ]  No [ ]  |

| References |
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| Please give the contact details of two persons not related to you, willing to act as a referee. The firstreferee should be your current/most recent employer and be in a direct supervisory/managerial capacity.The second referee, where possible, should be a previous employer. **References will only be sought as part of the pre-employment check after the final interview.** |
| **Referee 1**Name:Company Name:Address:Postcode:Email Address:Telephone number(s): |
| **Referee 1**Name: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: |

| DECLARATION |
| --- |
| 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 CSSCCouncil? |
| 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. [ ]  |

| **Applicant’s Signature**: |
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| **Date:**  |
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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.