APPLICATION FOR EMPLOYMENT

PRIVATE & CONFIDENTIAL

Please complete fully in black ink and block capitals. Incomplete application forms will be rejected at short-listing stage. N.B. As part of the application process, the successful candidate/s will be required to complete Access NI Security Clearance before commencing employment. Relate NI adheres to Access NI’s Code of Practice which can be located at: <https://www.nidirect.gov.uk/publications/accessni-code-practice>

Access NI’s Privacy Notice is located at:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

We adhere to a Secure Handling of Access NI applications policy which is available to you at your request.

Relate NI’s Recruitment of Ex-Offenders policy is available at your request.

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| --- | --- | --- | --- |
| **Reference Number:** | **HoBO23** | **To be returned by:** | **9am, 17th April 2023** |
| **Position Applied for** | **Head of Business Operations** |  | |

Personal Details

|  |  |
| --- | --- |
| **Mr/Mrs/Miss/Ms :** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name:** |  | **Surname (Block Letters);** |  |
| **Name(s) previously known by:** |  | **National Ins. No:** |  |
| **Home Address:** |  | **Contact Numbers:** |  |

|  |  |  |
| --- | --- | --- |
| **E-mail Address**: |  | |
| **Current Driving Licence**: YES / NO | | **Own Transport**: YES / NO |
| **Currently Employed**: YES / NO | | **Notice Required**: |

Education

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | | **Type of school attended, e.g. Grammar / Secondary (Do not name school attended)** | **Examinations taken, results obtained,**  **subjects passed, scholarships and prizes** |
| **From** | **To** |
|  |  |  |  |

Further Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | | **Name of College,**  **University** | **Subjects studied** | **Examinations taken, results obtained,**  **subjects passed, scholarships and prizes** |
| **From** | **To** |
|  |  |  |  |  |

Additional Training / Professional Qualifications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | | **Awarding Body** | **Course Title/Content** | **Result** |
| **From** | **To** |
|  |  |  |  |  |

Employment History

Please list all your work history since completing full-time education, beginning with your present or most recent position.

**Current Employment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | | **Name of employer, address and nature of business** | **Position and main responsibilities** | **Starting &**  **leaving salary** | **Reason for**  **wanting to leave** |
| **From** | **To** |
|  |  |  |  |  | |

**Past Employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | | **Name of employer, address, and nature of business** | **Position held and brief details of duties** | **Reason for leaving and leaving salary** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |

**Please continue on a separate sheet if necessary, using the same format as above**

**N.B. - All gaps in employment history must be accounted for**

Information In Support of Your Application

The information provided in this section will be used to assess your application at the short-listing stage, therefore you must demonstrate how your skills and experience meet the essential and desirable criteria specified in the advertisement or the information contained within the Application Pack, where applicable.

|  |
| --- |
| **Essential Criteria** |
| Educated to degree level in a relevant business discipline plus 3 years operational experience of leading/coordinating business operations OR 5 years’ experience of leading/coordinating business operations including planning and reporting at a departmental level |
|  |
| Knowledge of key business functions including facilities, health and safety, customer service etc |
|  |
| Knowledge and understanding of the Charity or Community/Voluntary Sector |
|  |
| Knowledge of legislation requirements to include Data Protection and Health & Safety |
|  |
| Excellent communication skills with previous experience of report writing and delivering presentations to a range of audiences |
|  |
| Excellent organizational, planning and time management skills |
|  |
| The ability to critically analyse information and interpret research |
|  |
| Strong IT Skills and the ability to use computer software packages |
|  |
| Strong organisational skills |
|  |
| Experience of all aspects of leading and managing a staff team |
|  |
| Experience of designing and implementing business improvement initiatives |
|  |
| Experience of business development and contract management |
|  |
| Experience of working collaboratively and in partnership with external agencies |
|  |
| Experience of developing and implementing operational policies and procedures |
|  |
| Experience of leading planning and reporting at a departmental or organizational level |
|  |
| Demonstrate a commitment to Relate NI’s vision, mission and values |
|  |
| Ability to prioritise, meet deadlines and use own initiative |
|  |
| Problem solving and solution focused in the work arena |
|  |
| Demonstrate commitment to continuous improvement through the use of quality assurance systems |
|  |
| Team player |
|  |
| Access to a car with appropriate insurance and a valid driving license or be otherwise able to fulfill the mobility requirements of the post |
|  |

References

Please give the names of two referees, (not relatives) both of whom should be familiar with your work, one of which should normally be your current/or most recent employer and the other a previous employer.

|  |  |
| --- | --- |
| Name:  Address:  Tel. No.:  Email Address:  Occupation:  Do we have your permission to contact this referee:   * At any time   \*Y / N   * Only when a provisional job offer has been made   \*Y / N  \* Please delete as appropriate | Name:  Address:  Tel. No.:  Email Address:  Occupation:  Do we have your permission to contact this referee:   * At any time   \*Y / N   * Only when a provisional job offer has been made   \*Y / N  \* Please delete as appropriate |
| In line with the Asylum & Immigration Act 1996, applicants must be eligible to live and work in the UK without restrictions. Do you have the right to take up employment in the United Kingdom? YES/NO  Do you require a Work Permit or Workers Registration? YES/NO  If yes please provide details. | |
| Have you ever previously been employed by this company? YES/NO  (If Yes please give details) | |

Additional Information In Support Of Your Application

|  |
| --- |
| Please use this space for details of any hobbies/interests, and any other information you consider relevant: |
|  |

**A candidate found to have knowingly given false information or to have wilfully suppressed any material fact will be liable to disqualification, or, if appointed, to dismissal.**

I declare that to the best of my knowledge and belief all the foregoing statements are true and complete.

Signature of applicant: Date:

CANVASSING WILL DISQUALIFY

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER

Completed Applications to be returned to:

Emma Irwin,

Interim Head of Business Operations,

Relate NI,

3 Glengall Street, Belfast,

BT12 5AB

or [hr@relateni.org](mailto:hr@relateni.org)

**Privacy Notice**

The data contained in this application form will only be used for the purpose of progressing this application for employment. The sensitive personal data on the attached monitoring form will only be used to comply with the requirement of statutory legislation.

The company will not share any of the information provided in your application with any third parties for marketing purposes or store any of your information outside the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for. You do not have to provide what we ask for but it might affect your application if you don’t.

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary