**Application form**

Please complete this form and return by post to: Personnel, Law Centre NI, 3rd Floor, Middleton Building, 10-12 High Street, Belfast, BT1 2BA **or** by email to admin.belfast@lawcentreni.org **APPLICATIONS SHOULD BE RECEIVED NO LATER THAN 5pm on Monday 24th June 2019.**

Please print or type in black ink and answer ALL questions. Please note that CVs will not be accepted.

**All information provided shall be treated as strictly confidential**

|  |  |
| --- | --- |
| **Advice Services Support & Development Officer** | **Ref: ADO – 13-19** |

1. **Post**
2. **Personal details**

Surnames: Address:

Forenames:

Email:

Telephone:

1. **Education: full-time and part-time**

 **Dates: From/to Specify ‘school’, ‘college’, or Exams passed Subjects taken**

 **(after age 16) ‘university’ (specify grades)**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Training [use a continuation sheet if necessary]**

**Course title Provider PT / FT Dates Outcome**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Employment**

Please give present or most recent employer and work backwards in time. Continue on a separate sheet if necessary.

**Present employment Name and address of employer Position held**

**From / to (month / year) (give brief description of duties and reason for leaving)**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Present earnings including, where appropriate, salary scale** |  |
| **Position on scale** |  |

**Previous employment Name and address of employer Position held**

**From / to (month / year) (give brief description of duties and reason for leaving)**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

**6. General**

**Please state briefly what attracts you to the post.**

**7. Qualification / Experience / knowledge/ Skills / Aptitudes**

**YOU SHOULD COMPLETE THIS PART OF THE APPLICATION TO DEMONSTRATE YOU MEET THE RELEVANT CRITERIA. COMPLETE THIS PART OF THE FORM AS COMPREHENSIVELY AS POSSIBLE, SPECIFYING RELEVANT DATES IN EACH CASE. YOU MAY USE A CONTINUATION SHEET IF REQUIRED.**

|  |
| --- |
| **7(a) Essential** **E1** Educated to degree level.**E2** Minimum of two years’ experience of generalist advice provision working in quality, assurance and audit processes, eg NIAQS, CAB internal audit, ISO, PQASSO.**E3** Experience of devising and/or following quality audit methodologies and evaluating compliance.  |

**7 (a) (continued).**

|  |
| --- |
| **E4** Experience of diagnosing organisational needs and developing appropriate recommendations to contribute to sustainability.**E5** Experience of developing and managing effective relationships with stakeholders to deliver positive outcomes.**E6** Ability to interpret and accurately present information in a manner that is accessible and appropriate to recipient. |

7 **(a) continued**

|  |
| --- |
| **E7** Excellent oral and written skills.**E8** Excellent interpersonal skills with proven ability to effectively negotiate and influence others to achieve successful outcomes. **E9** Ability to work independently and as part of a team to effectively manage time and resources, prioritising and working effectively to tight deadlines and under pressure.  |

**7 (a) continued**

|  |
| --- |
| **E10** Excellent customer service skills that develop maintain and enhance Law Centre’s services.**E11** Commitment to the aims of the Law Centre and to the wider advice services sector in Northern Ireland. **E12** Commitment to collaborative and team working and to promoting knowledge sharing across sector organisations to support the strategic objectives of the project. **E13** Commitment to on-going professional development. |

**7 (a) continued**

|  |
| --- |
| **E14** Access to vehicle and **w**illingness to travel throughout Northern Ireland as required.**E15** Available for occasional out of hours work in accordance with the requirements of the post. |

**7 (e) Please provide any additional information you feel is relevant to your application.**

**7 continued: Desirable criteria.**

|  |
| --- |
| **D1** Assurance and/or audit management qualification.**D2** Knowledge/ experience of the third sector in Northern Ireland.**D3** Experience of training/coaching to develop learning. |

 **(a) Are you prepared to travel if required? Yes No**

**8 (b)** **Do you have a current UK driving license with access to a car (note this will be waived where applicants can demonstrate suitable alternative arrangements or in response to disability needs)**

 **Yes No**

**8 (c) Are you willing to work occasionally out of normal hours?**

 **Yes No**

**9. Please tell us about any disabilities you may have in order for us to comply with the Disability Discrimination Act 1995. Please detail any request for reasonable adjustments in relation to the application process or interview arrangements.**

**The Law Centre does not discriminate on the grounds of disability.**

**10. Do you have permission to work in the UK? Yes No**

If no, please give details:

**11. Have you ever been convicted of a criminal offence? Yes No**

Note: You do not need to disclose any convictions which would be considered spent under the Rehabilitation of Offenders (NI) Order 1978

**If YES, please give details of offence/s:**

**12. When would you be available if offered this post?**

Date:

**13. Referees**

Names and addresses of **two** referees. One of your references should be from an employer / someone who is familiar with your work. A reference will only be sought from short-listed candidates.

|  |  |
| --- | --- |
| **Name [Employer]**:**Position:****Address:****Telephone:** | **Name [Other]**:**Position:****Address:****Telephone:** |
| **If you do not want us to contact your employment referee prior to interview, indicate by inserting a ‘X’ in the box** |  |

**14. Signature**

Signed:

Date:

Law Centre NI is committed to the protection and safeguarding of all personal data in accordance with General Data Protection Regulation. The information obtained from this form will be held for the purposes of assessing your suitability for the post. Your data will not be shared with any third parties.

For more information on how we process your data please refer to the privacy notice on www.lawcentreni.org. If you are happy for us to retain this data please indicate below.

☐ I confirm that I have read the privacy notice and consent to Law Centre NI holding and processing my personal data for the purposes indicated.

*Please ensure you check your final application before submitting.*

***Please make sure you fill in the employee monitoring questionnaire.***