**Application form**

Please answer ALL questions. Incomplete forms will **not** be accepted. Please note that CVs will **not** be accepted. Completed applications should be submitted by **16.00 on Friday 26th March** to [recruit@headstogether.com](mailto:recruit@headstogether.com).

It is currently anticipated that interviews will be held w/c 29 March 2021 or w/c 12 April 2021.

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

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| **Communications Officer** | **Ref: CO-05-21** |

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

Surnames: Address:

Forenames:

Email:

Telephone:

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

**Dates: From/to Exams passed Subjects taken Awarding body**

**(post-16) (specify grades)**

**Evidence of qualifications will be required from the successful candidate**

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

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

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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)

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| **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)

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**6. General**

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

**7 (a)** **PLEASE SUMMARISE YOUR SUITABILITY FOR THE POST GIVING EXAMPLES THAT DEMONSTRATE CLEARLY HOW YOU MEET THE RELEVANT CRITERIA. PLEASE SPECIFY RELEVANT DATES IN EACH CASE.**

**E1** Appropriate qualification related to communications and media **AND** at least 2 year’s full-time (or equivalent part-time) experience of delivering an organisation’s communications, marketing and engagement activities and advising on same.  **(300 WORD LIMIT)**

**E2** At least 2 years full-time (or equivalent part-time) experience of writing high quality and timely copy and other materials for media professionals and other audiences, including the general public **(300 WORD LIMIT)**

**E3** At least 2 years full-time (or equivalent part-time) experience of effectively managing and developing an organisation’s website and social media profile. **(300 WORD LIMIT)**

**7 (b ) PLEASE SUMMARISE HOW YOU MEET THE DESIRABLE CRITERIA FOR THIS THIS POST GIVING EXAMPLES THAT DEMONSTRATE CLEARLY HOW YOU MEET THE RELEVANT CRITERIA. PLEASE SPECIFY RELEVANT DATES IN EACH CASE**

**D1 - D5** **(500 word limit)**

**8 (a) Are you prepared to travel if required (E9)? Yes No**

**8 (b)** **Do you have a current UK driving licence with access to a car (note this will be waived where applicants can demonstrate suitable alternative arrangements or in response to disability needs)** *(***E10)**

**Yes No**

**8 (c) Are you willing to work occasionally out of normal hours (E11)?**

**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**

The successful candidate will be required to provide appropriate documentation.

**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. Please indicate where you heard about this post \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**14. Referees**

Names and addresses of **two** referees. One of your references should be from your current or recent employer. A reference will only be sought from short-listed candidates.

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

**15. 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 LCNI holding and processing my personal data for the purposes indicated.

**Please make sure you fill in the applicable employee monitoring questionnaire on the next page**



**This page will be detached as soon as the application is received and will be used for monitoring purposes only**

PRIVATE & CONFIDENTIAL

**CO - 05 - 21**

**Employee monitoring questionnaire**

We are striving to become an equal opportunities employer. We do not discriminate on the grounds of race, disability, religious belief, political opinion, gender, marital or family status or sexual orientation. To demonstrate our commitment to equality of opportunity in employment, we need to monitor the community and ethnic background of our employees as required by equal opportunities legislation.

**Religious background**

Regardless of whether we practice our religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community and ethnic background by marking an ‘X’ in the appropriate box:

I am a member of the Protestant community

I am a member of the Catholic community

I am a member of neither the Protestant nor Catholic community

**Disability**

If you consider yourself disabled please mark an ‘X’ in the box:

**Gender**

Finally, could you please indicate whether you are: Female Male