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| **JOB APPLIED FOR:** | **Head of HR – Part-time** |
| CLOSING DATE: | Friday 7th July 2017 no later than 12noon |

**GUIDELINES: All applicants are advised to read these guidelines prior to completing the application form.**

* Only this completed application form will be considered. **Any additional information or C.V. will be disregarded.**  You may, however, use continuation sheets where necessary. Please complete all sections of this application using black ink or typescript.
* Applications must be legible.
* It is the responsibility of all applicants to clearly demonstrate – by the information which they give in their application form – exactly how they meet the essential (and desirable if applicable) criteria for the post as stated. Failure to do so may result in not being short-listed.
* Answers must be provided for all questions on the application form – e.g. “as above” will not be accepted as an answer to questions.
* Where a high volume of applications is received, desirable criteria may be relied upon during shortlisting
* All information provided by an applicant on an application form must be true and accurate. Any application forms containing information that is discovered to be untrue or inaccurate will not be accepted. If an appointment has already been made, it may result in disqualification from appointment or dismissal.
* Applications must be received by the designated deadline (time and date). Those applications received after the designated deadline will not be accepted.
* Completed applications should be emailed to [recruitment@victimsupportni.org.uk](mailto:recruitment@victimsupportni.org.uk) OR by post to the HR Department, Victim Support, Albany House, 73-75 Great Victoria Street, Belfast, BT2 7AF.
* In line with equal opportunities, the first two pages of the application form will be detached from the rest of the application form prior to short-listing. All applications received will be treated in the strictest confidence.
* **Correspondence with applicants post-application will be via email.**



Victim Support Northern Ireland respects and promotes equal opportunity and positively welcomes applications from all groups.

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| **1. Personal information** | | |
| Surname: | | Forenames: |
| Known as: |
| Permanent Address: |  | |
| Contact details: | | |
| Home: | | Work: |
| Mobile: | | E-mail address: |
|  | | |
| 2. References | | |
| Two referees are required (not family members). One of these should be your present or most recent employer. These will not be contacted until after the interview and not without consent. | | |
| Present/most recent employer | | Second referee |
| Name: | | Name: |
| Address: | | Address: |
| E-mail address: | | E-mail address: |
| Telephone number: | | Telephone number: |
| Capacity in which known to you: | | Capacity in which known to you: |

**3. Additional information**

**3.1 Health**

Please state dates and reasons for illnesses over the last two year period:

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**3.2 Criminal convictions, cautions or bind-overs**

Owing to the sensitive nature of our work with “vulnerable groups” Victim Support requires all prospective employees to disclose criminal convictions, cautions or bind-overs. Unprejudiced consideration will be given to candidates who disclose cautions, convictions or bind-overs, unless, they are manifestly incompatible with the post in question.

Do you have a criminal conviction, caution or bind-over? YES/NO

If yes, please give details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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Is there any reason why you cannot work in “Regulated Activity” as defined by Safeguarding Vulnerable Groups Order 2007 (SVGO) and as amended by the Protection of Freedoms Act 2012 (PoFA)?

YES/NO

Victim Support NI adheres to Access NI’s code of practice. This information will be held in strict confidence. Where applicable appointments of prospective employees are subject to Access NI clearance. A risk assessment will be conducted if any information is disclosed on an Access NI disclosure certificate to assess the suitability of appointment.

**3.3 Availability for interview**

Are there any dates when you would be unavailable for interview?

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If called for interview, are there any requirements that you have? YES/NO

If yes, please give details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If appointed, when could you start? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.4 Work permit**

Do you need a work permit to work in the UK? YES/NO

If yes, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**3.5 Vacancy information**

How did you find out about this vacancy?

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**3.6 Vetting and application form declaration**

I agree to my details being passed to Access NI in order that a police check is carried out and that the result, including a copy of any cautions or convictions whether live or spent, will be disclosed to Victim Support NI in confidence.

I declare that the information set forth in this application form is, to the best of my knowledge true and complete. I understand that any misinformation will disqualify me from appointment or may lead to dismissal if an appointment is made.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **4 Education** | |
| Please give relevant details of education and qualifications including current/proposed courses. | |
| Schools/Colleges/Universities | Qualification(s) |
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| 5 Other training |
| Please give details of other training undertaken and any membership of professional associations. |
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| 6 Employment **6.1 Present or most recent post (paid or unpaid)** | |
| Job Title: | Salary: |
| Name, address and **dates of employment** of present or most recent employer: | |
| Reporting to: | |
| Reason for leaving: | |
| Please give a brief description of duties and responsibilities: | |

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| **6.2 Previous Posts**  Please list all previous employment, starting with the post held immediately before the post described above: | |
| Job title, **employment dates** and name and address of employer: | Brief description of main responsibilities: |
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| 7 Relevant experience |
| The purpose of this section is for you to show your suitability for the post by detailing your skills, abilities and experiences. This is a very important part of your application, so please complete it carefully. You will need to demonstrate **how** you meet the criteria as set out in the job description by providing clear, specific examples. |
| **7.1 Please demonstrate how you meet the essential criterion of “Full membership of the Chartered Institute of Personnel and Development AND**  **a third-level qualification and 3 years management experience’ Please provide relevant dates and examples which demonstrate your application of this experience** |
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| **7.2 Please demonstrate how you meet the essential criterion of “A minimum of 3 years’ HR management experience at a senior management level” and provide relevant dates and examples which demonstrate your application of this experience** |
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| **7.3 Please demonstrate how you meet the essential criterion of “At least 3 years’ experience of delivering performance management programmes resulting in significant improvements to an organisation” and provide relevant dates and examples which demonstrate your application of this experience.** |
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| **7.4 Please demonstrate how you meet the essential criterion of “A strong working knowledge of employment legislation and best practice in UK” and provide relevant examples which demonstrate your application of this experience.** |
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| **7.5 Please demonstrate how you meet the essential criterion of “Experience in reporting or significant interaction with the Board of an organisation” and provide relevant examples which demonstrate your application of this experience.** |
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| 7.6 Please demonstrate how you meet the essential criterion of “Have worked with a diverse range of stakeholders, both internal and external to an organisation, identifying HR needs and solutions, as required” and provide relevant examples which demonstrate your application of this experience. |
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| 7.7 Please demonstrate how you meet the essential criterion of “Have experience of managing people and evidence of successfully leading an organisational change programme.” and provide relevant examples which demonstrate your application of this experience. |
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| 7.8 Please demonstrate how you meet the essential criterion of “Have a proven track record of developing people within a business.” and provide relevant examples which demonstrate your application of this experience. |
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| 7.9 Please demonstrate how you meet the essential criterion of “Involvement in a talent management programme which delivered engagement and succession management” and provide relevant examples which demonstrate your application of this experience. |
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| 8.0 Please demonstrate how you meet the essential criterion of “Evidence of ensuring governance arrangements are in place and are implemented and monitored” and provide relevant examples which demonstrate your application of this experience. |
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| 8.1 Please demonstrate how you meet the essential criterion of “Experience of working within a diverse working environment” and provide relevant examples which demonstrate your application of this experience. |
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**Additional Requirements:**

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| **8.2 The post holder will be required to demonstrate the ability to meet the mobility requirements of the post:** |
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**Please return the completed application form by email, post/hand delivery.**

***PLEASE NOTE:***

**APPLICATION FORMS RECEIVED AFTER 12:00 NOON ON FRIDAY 7th JULY 2017 WILL NOT BE ACCEPTED.**

**CVS WILL NOT BE ACCEPTED.**

**STRICTLY CONFIDENTIAL EQUALITY MONITORING QUESTIONNAIRE**

Victim Support Northern Ireland is fully committed to equality of opportunity for all Staff regardless of sex, age, marital status, disability, race, colour, ethnic or national origin, religious belief, sexual orientation, gender reassignment or political opinion.

**1. To which of these ethnic groups do you consider yourself to belong?**

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| --- | --- | --- |
| * White (UK/Ireland) | * Pakistani | * Chinese |
| * Bangladeshi | * Portuguese | * Irish Traveller |
| * Black | * Asian | * Polish |
| * Indian | * Other ethnic group:\_\_\_\_\_\_\_\_\_\_\_ |  |

**2. Do you consider yourself to have a disability?**

By disability we mean any physical, sensory, mental or learning impairment that has a substantial and long-term (lasted or expected to last 12 months or more) adverse impact on your ability to carry out normal day-to-day activities, without mechanical or electronic assistance or the adaptation of your workplace.

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| * Yes | * No |

**3. Please indicate your community background**

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| --- | --- |
| * I have a Protestant community background | * I have a Roman Catholic community background |
| * I have neither a Protestant nor a Roman Catholic community background | |

**4. What is your martial status?**

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| --- | --- | --- |
| * Married | * Single (never married) | * Widowed |
| * Living with partner | * Divorced/separated |

**5. What is your age?**

I am …….. years of age.

Date of Birth: \_\_\_/\_\_\_\_/\_\_\_\_

**6. Do you have any dependants?**

By dependants we mean whether you have primary responsibility for the care of a child (aged 16 and under), for the care of a person with a disability or for the care of an elderly person.

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| * Yes, I do have dependants | * No, I do not have dependants |

**7. Gender**

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| --- | --- |
| * Male | * Female |

**8. Sexual orientation**

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| * I am gay or lesbian (homosexual) | * Other, please specify |
| * I am straight (heterosexual) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * I am bisexual |

**Thank you for your assistance. Access to this information will be strictly controlled. Monitoring will involve the use of statistical summaries of information in which the identities of individuals will not appear. The information will not be used for any purpose other than equal opportunities monitoring and staff profiling.**

**7**