**REF: DFR/5/17**

**Job Application Pack**

**Director of Fundraising**

Dear Applicant,

Please find enclosed an application pack for the above post, which should contain the following items:

* **Job description and person specification**
* **Terms and Conditions of Employment**
* **Total Reward & Recognition Statement**
* **Application form**
* **Monitoring form**

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

1. Your application pack contains information about NICHS, the job vacancy and the person required. You should read these carefully.
2. You must complete the application form fully and accurately. If there is insufficient space for your answer, continue on a separate sheet. If typing your application form, the boxes will expand as you type.
3. It is your responsibility to ensure that sufficient information is given on the application form to enable the shortlisting panel to assess your suitability for this post. The panel will refer to section 5 when shortlisting the applications.
4. PLEASE SHOW CLEARLY IN SECTION 5 OF YOUR APPLICATION HOW YOU MEET THE ESSENTIAL AND DESIRABLE CRITERIA OUTLINED IN THE PERSON SPECIFICATION ENCLOSED.
5. **Mission, Vision and Values of NICHS**

Employees of NICHS must support its Mission, which is to prevent chest, heart and stroke illnesses in Northern Ireland and care for those affected by them. All staff must be committed to the Vision of the charity, which is a Northern Ireland free from chest, heart and stroke illnesses.

NICHS expects all staff to ‘live’ by 4 values, which underpin every aspect of our culture and activities:

|  |  |
| --- | --- |
| * *Caring*
* *Excellence*
* *Integrity*
* *Inclusion*
 | We put the needs and rights of all the people of Northern Ireland at the heart of everything we do and show respect and concern for others.We ensure that our work is consistently carried out to the highest standards and continually improved. We will operate to the highest standards of professionalism, honesty, transparency and accountability. We will treat others fairly, promote equality and work to narrow health inequalities. |

1. **Applications, CV’s and attached sheets:**
* Applications will only be accepted on the official application form (enclosed)
* Attached CV’s will not be considered, either in lieu of the application form or in conjunction with it.
* Attached sheets will only be considered where they are continuation sheets of a section of the application form where insufficient room was available to include all the necessary details.
1. It is the responsibility of the applicant to ensure an email or signed hard copy of the complete forms, together with the completed Equal Opportunities Monitoring Questionnaire, (please put in a separate envelope marked Monitoring Officer) is returned by:

**Wednesday 31 May 2017 at 12 noon**

1. Application forms received after this time and date will not be accepted.
2. Under section 8 of the Asylum and Immigration Act 1996, all successful applicants must provide Documentary evidence of their identity for verification and photocopying.

Completed applications should be returned no later than 12 noon on Wednesday 31 May 2017 to:

HR Manager

NI Chest Heart and Stroke

21 Dublin Road

Belfast

BT2 7HB

Or recruitment@nichs.org.uk.

**JOB TITLE:** Director of Fundraising

**REPORTING TO:** Chief Executive

**RESPONSIBLE FOR:** Fundraising Team

**Salary** : £44, 757 per annum + Contributory Pension Scheme

**Hours:** 35 hours per week (with occasional evening

& weekend work)

**Contract:** Full time permanent

**Location**: Belfast with travel and responsibilities across Northern Ireland

# OVERALL PURPOSE

Reporting to the Chief Executive, and as a member of the senior management team, you will contribute to the overall strategic direction of the work of the charity.

As Director of Fundraising you are responsible for the development and delivery of the fundraising strategy to ensure NICHS will prosper through a range of strong, balanced, sustainable and ethical fundraising programmes to support its aims.

You are required to lead, inspire and develop a high performing fundraising team, committed to the values of the organization. This role is central to maintaining NICHS position as leading local charity for the care and prevention of chest, heart and stroke illnesses in Northern Ireland.

**SPECIFIC RESPONSIBILITIES**

**Governance Responsibilities**

1. Adherence to all governance structures and processes, and regulatory and statutory requirements.
2. Works to identify, manage and mitigate risk.
3. Report to the Governance Board on fundraising activities, providing analysis and risk assessment of all relevant matters.

**Strategic Priorities**

1. Contribute to NICHS vision, strategic direction and sustainability.
2. Develop and deliver fundraising strategy ensuring a variety of income streams, pipeline of funding opportunities, long term plans, effective monitoring and ROI analysis.
3. Keep up-to-date with external trends, potential opportunities and develops in depth understanding of new opportunities.
4. Financial budget management, meet all financial targets and performance indicators.
5. Is externally focused, and actively involved in keeping the charity profile strong through excellent supporter communications and engaging with a variety of audiences.

**Operational Responsibilities**

**Finance and Fundraising**

1. Set and manage the annual budget, monitor monthly performance, and implementing any changes required to meet overall targets.
2. Create and deliver a diverse mix of income streams with associated processes, procedures and KPI’s.
3. Ensure fundraising practices and approaches are compliant, conform to good practice, and are build supporter trust.
4. Identify income generation innovations to pilot, evaluate and, if successful, to roll out on a larger scale.
5. Continuously assess fundraising programmes and campaigns for their contribution in terms of raising funds and growing the supporter base.
6. Ensure effective and efficient data management in regard to all fundraising activities.
7. Make relevant analyses, updates and reports to the Chief Executive and Governance Board.

**Effective Relationships**

1. Develop crucial internal and external relationships to ensure the overall success of income generation.
2. Work across Directorates to ensure integrated approach to fundraising.
3. Develop external networks that can help NICHS achieve its fundraising development and communication goals.

# Communications

1. Work closely with Communications Directorate on agreeing key annual campaigns that work for NICHS.
2. Lead the marketing and communications plans for all fundraising activities to generate profile and media visibility.
3. Ensure brand values are supported and consistent in all communications and marketing.
4. Attract, motivate and maintain donors through effective external communications.
5. Develop and maintain excellent communication skills in all media and represent NICHS when necessary.

# Managing People

1. Inspire, lead, motivate, manage the Fundraising team.
2. Ensure the Fundraising team is clear about objectives, receive regular support and supervision and have an annual appraisal.
3. Review Fundraising Department staffing requirements and make relevant recommendations.
4. Work with the Volunteer Department to ensure fundraising volunteer needs are delivered.
5. Ensure that the learning and development needs of staff and volunteers in the Fundraising Department are regularly assessed and effectively addressed.
6. Develop an appropriate Fundraising Team Culture and ensure organisational behavioural competencies are reflected in Fundraising Team.

# Other

Carry out such other duties as required as are consistent with the mission of the organisation and overall purpose of the job.

**Person Specification
*Essential Criteria***

1. Educated to degree level or equivalent.
2. Substantial senior fundraising experience with a demonstrable track record of success within a charity engaged in a diverse range of fundraising techniques.
3. Proven track record of developing, leading and implementing fundraising strategies across a diverse range of fundraising streams.
4. Strong leadership skills with significant line management experience.
5. Excellent interpersonal skills with the ability to communicate, persuade and influence effectively both verbally and in writing with a range of internal and external audiences.
6. Demonstrable financial management and planning skills using multi-departmental income and expenditure budgets
7. Track record of bringing innovative creative thinking and fresh ideas to an organisation that has delivered positive results.
8. Possess a full current driving licence and/or\* have access to a form of transport which will permit the applicant to meet the requirements of the post in full. (\*This relates to any person who has declared to having a disability which debars them from driving.)

***Desirable Criteria***

1. Post graduate management/leadership qualification
2. Experience of working with issues of health or disability
3. Experience of leading and managing a fundraising department

**TERMS AND CONDITIONS OF EMPLOYMENT**

**Job title:**  Director of Income Generation

**Reporting to**: Chief Executive

**Responsible for**: Fundraising Team

**Salary**: £44, 757 per annum (NJC point 50)

+ Contributory Pension Scheme of 6% or 9% (this benefit is available after satisfactory completion of a 6 month probationary period).

**Annual Leave:** The post-holder will be entitled to 30 days annual leave. This is exclusive of bank and public holidays. The annual leave year runs from 1 April to 31 March.

**Car Mileage:** The post-holder will be reimbursed for any business mileage under the Car Mileage Scheme.

**References:** All offers of employment are subject to two satisfactory written references.

 All candidates who are invited to attend for interview will be required to bring along their original qualification certificates and driving licence.

For further information please email recruitment@nichs.org.uk.

|  |
| --- |
| **Please return this section only** |

**Application Form**

**Please complete in black ink**

**Post applied for: Director of Fundraising**

**Ref Number: DFR/5/17**

**Closing Date: Wed 31 May 2017**

*All forms must be received by* ***12 noon*** *on the closing date.*

*CV’s will not be accepted.*

**For Office Use Only**

**Applicant Ref: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Application Shortlisted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of interview:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION 1: PERSONAL DETAILS**

SURNAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FIRST NAME(S) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE (Mr/Mrs etc) \_\_\_\_\_\_\_ KNOWN AS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NATIONAL INS. NUMBER / / / /

HOME ADDRESS (including post code) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

 \_\_\_\_\_\_

TEL NO [HOME] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TEL NO [WORK] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MOBILE EMAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If the Person Specification states that access to a car is an essential criteria for the post please answer the following questions: -

Do you have access to a car YES\_\_\_ NO\_\_\_

Do you hold a current driving licence YES\_\_\_ NO \_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REFEREES**

Please name two work referees [not relatives] one of which should be a present or most recent employer.

**A reference will only be sought from your current employer with your consent.**

1.

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TEL NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TEL NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate planned holiday arrangements or other dates when you are unavailable

From: \_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_

***NICHS is under no obligation to take account of holiday arrangements but will endeavour to do so.***

**SECTION 2: EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LEVEL**University, College, Secondary Education. (Starting with the most recent) | **DATES OF ATTENDANCE** | **EXAMINATIONS / SUBJECTS TAKEN** | **RESULTS / GRADES** | **DATE ATTAINED** |
|  |  |  |  |  |

**MEMBERSHIP OF PROFESSIONAL BODIES WHERE RELEVANT:**

**SECTION 3: EMPLOYMENT HISTORY –** *PRESENT OR MOST RECENT POST*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer****Name & Address** | **Post Held** | **Dates****From/To** | **Reason for****Leaving** | **Current Salary**  |
|  |  |  |  |  |

**Brief description of main duties and responsibilities:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 3: EMPLOYMENT HISTORY (CONTINUED)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer****Name & Address** | **Post Held & Main Duties / Responsibilities** | **Dates****From/To** | **Reason for****Leaving** | **Salary on****Leaving** |
|  |  |  |  |  |

Please continue on a separate sheet if required

**PLEASE GIVE DETAILS OF ANY RELEVANT VOLUNTARY WORK**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 4: MEDICAL HISTORY** – Please give details of any periods of sickness over the last 2 years

|  |  |  |  |
| --- | --- | --- | --- |
| **Reason for Absence** | **From** | **To** | **No. of days** |
|  |  |  |  |

|  |
| --- |
| **SECTION 5: SELECTION CRITERIA** **IMPORTANT INSTRUCTIONS FOR APPLICANTS – PLEASE READ BEFORE COMPLETING** **Please outline how you meet the essential criteria and any desirable criteria by providing clear and specific examples relevant to the criteria listed. Where possible please also give dates experience was achieved.** The selection panel will reach a decision on whether or not you meet each of the essential criteria on the basis of the evidence you supply**.** The onus is on you to provide sufficiently detailed examples in a succinct form to demonstrate that you have the experience of putting into use the competences that are needed for the post.**There is a strict word limit of 300 words per criterion****Please keep to the limit of 300 words per criterion. Any information over and above this will be removed during the admin check and will not be passed on to the short-listing panel.**It is recommended that you use the following model to describe your accomplishments: - **Challenge:** Describe a specific example that relates to the criteria**Context:** Explain the context or background to the example. Who else was involved? What were the particular circumstances etc?**Action:** Outline the specific **actions you took** to meet the challenge**Result:** Describe the result or outcome of **your actions**. Consider if, with hindsight, your actions were correct; what, if, anything would you do differently now; and what have you learnt from this experience.Typed or word processed applications are preferable. If completing in manuscript, please ensure your copy is in legible block capitals*(Please continue on separate sheets if required. Boxes will expand as you type)* |
| **Essential Criteria** |
| 1. Educated to degree level or equivalent.
 |
| 1. Substantial senior fundraising experience with a demonstrable track record of success within a charity engaged in a diverse range of fundraising techniques.
 |
| 1. Proven track record of developing, leading and implementing fundraising strategies across a diverse range of fundraising streams.
 |
| 1. Strong leadership skills with significant line management experience.
 |
| 1. Excellent interpersonal skills with the ability to communicate, persuade and influence effectively both verbally and in writing with a range of internal and external audiences.
 |
| 1. Demonstrable financial management and planning skills using multi-departmental income and expenditure budgets
 |
| 1. Track record of bringing innovative creative thinking and fresh ideas to an organisation that has delivered positive results.
 |
| 1. Possess a full current driving licence and/or\* have access to a form of transport which will permit the applicant to meet the requirements of the post in full. (\*This relates to any person who has declared to having a disability which debars them from driving.)
 |
|  |
| **Desirable Criteria** |
| 1. Post graduate management/leadership qualification
 |
| 1. Experience of working with issues of health or disability
 |
| 1. Experience of leading and managing a fundraising department
 |

**SECTION 6: DISABILITY**

The Disability Discrimination Act 1995 defines a disability as ‘a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities. Candidates with a disability will be given equal consideration. However to facilitate the interview process it is necessary for applicants to complete the questions below.

Do you consider yourself to have a disability which is relevant to the post you have applied for

**YES \_\_\_ NO \_\_\_**

Please indicate any particular arrangements you would require to attend interview

|  |
| --- |
|  |

Please note candidates with a disability will have the opportunity to discuss their employment needs to enable NICHS to identify if reasonable adjustment can or should be made.

**SECTION 7: CRIMINAL CONVICTIONS**

Has the applicant ever been convicted of a criminal offence (unspent only)?

**YES\_\_\_\_ NO\_\_\_\_\_**

If yes, please provide details of all offences, penalties and dates.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please note that having a criminal record will not necessarily be a bar to obtaining a position.**

**A copy of our policy on the recruitment of ex offenders is available on request.**

**Please can you let us know where you saw the advertisement for this job:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DECLARATION**

To the best of my knowledge and belief the content of my application is accurate. If NICHS becomes aware that I have provided misleading or false information, I understand this may lead to the termination of my employment.

**SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NICHS is an Equal Opportunities Employer**

Please note that NICHS operates a strict no smoking policy

**SECTION 8: EQUAL OPPORTUNITIES MONITORING**

(Return with your application form in a separate envelope)

**Applicant Ref:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Monitoring Form**

NICHS is an Equal Opportunities Employer and our policy is to ensure that no job applicant receives less favourable treatment on the grounds of Race, Religious Belief, Political Opinion, Gender, Marital / Family Status or Sexual Orientation.

**Under the Fair Employment (NI) Act 1989, NICHS is required to seek the information below which will be treated in the strictest confidence and used for Monitoring purposes only**. **This sheet will be detached from the application form and will be made available to the Monitoring Officer only**. Failure to complete and return this form will result in disqualification.

**Please answer the following questions by ticking the appropriate box:**

**1. Gender: Male Female**

**2. Marital Status: Married Single Civil Partners**

**3. Community Background:**

Regardless of whether they actually practice a particular religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

Please indicate the community to which you belong:

I am a member of the Protestant community: \_\_\_\_

I am a member of the Roman Catholic community: \_\_\_\_\_

I am not a member of either the Protestant or the Roman Catholic communities: \_\_\_\_

*If you do not answer the above question, we are encouraged to use the residuary method to make a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.*

**4. Age**

Please state your date of birth: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5. Racial Group**

My Nationality is: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**6. Disability:** The Disability Discrimination Act 1995 defines a disability as ‘a physical or mental impairment which has substantial and long term effect on a person’s ability to carry out normal day to day activities’.

**Do you consider that you are a disabled person?**

**Yes: \_\_\_\_ No: \_\_\_\_\_**

**If you answered yes, please indicate the nature of your impairment by ticking the appropriate box or boxes:**

**Hearing impairment \_\_\_ Sensory impairment \_\_\_**

**Mobility impairment \_\_\_ Cognitive impairment \_\_\_**

**Learning disability or difficulties \_\_\_**

**Long-standing or progressive illness or health condition \_\_\_**

**Mental health condition \_\_\_**