**HR FORM: Part A**

**Employment Application**

***Extern is an Equal Opportunities Employer***

***For Office Use Only***

|  |  |
| --- | --- |
| Job Reference No | GP1229/09/18 |
| Applicant Reference No |  |
| Date Received |  |

**Part A**

**Application for the post:**

**HR Administrator**

**NB. Both Part A - E of this application form MUST be completed**

**by the applicant before this application can be considered.**

**Part F is for guidance purposes only.**

**Applications are accepted in good faith.**

**Applications must be received by on or before the closing date.**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

**Extern is committed to protecting futures including the future of the environment, as such all applications must be received through e-mail at** **jobs@extern.org**

**If you are unable to e-mail your form, please contact HR Services at:**

**Extern HQ Hydepark House**

**3 McKinney Road**

**Newtownabbey**

**BT36 4PE, Northern Ireland**

**T: 028 9084 0555 F: 028 9084 7333**

**in order to facilitate receipt of your application.**

**Part A and Part B will be made available to the short-listing and interviewing panel**

**Extern reserves the right to reasonably alter criteria.**

**NOTE**

**This position is subject to an Enhanced Access NI check. Copies of the relevant policy on the recruitment of ex-offenders as well as the Access NI Code of Practice are available on request. Please note that having a criminal record will not necessarily be a bar to obtaining a position with EXTERN.**

1. **Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** |  | **Surname** |  |
| **Forename(s)****(underline name you are known by)** |  | **Former Surname(s)** **(if any)** |  |
| **Address for Communication** |  |
|  |
|  | **Postcode** |  |
| **Email** |  |
| **Daytime Telephone No.****(including STD code)** |  | **Mobile** |  |
| **Permanent Address****(if different from above)** |  |
|  |
|  | **Postcode** |  |
| **Town of Birth** |  | **Country of Birth** |  |
| **Current Nationality** |  | **National Insurance No.** |  |

**2. Educational Qualifications**

Please insert details of your second level education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School** | **Dates of attendance**  | **Title of qualification** | **Subject and Grades** | **Awarded** |
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**3. University or other further education**

 If you have attended university or college, please provide details as follows:

 **First degree (or other third level qualification)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **University or college** | **Dates of attendance** | **Title of qualification** | **Type of degree, diploma or certificate**  | **Class or division** | **Main subjects** | **Date awarded/expected** |
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**4.** **Post-graduate qualifications**

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| --- | --- | --- | --- | --- | --- | --- |
| **University or college** | **Dates of attendance** | **Title of qualification** | **Type of degree, diploma or certificate**  | **Class or division** | **Main subjects** | **Date awarded/expected** |
|  |  |  |  |  |  |  |
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| **Research or Study** |
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 **Examination certificates relating to the above must not be sent with this application, but the original certificates (not copies) may be required should you be successful beyond the interview stage.**

**5. Professional / Vocational qualifications**

 If you have any professional / vocational qualifications and/or are a member of any professional body please provide details as follows:-

|  |  |
| --- | --- |
| **Professional bodies of which you are a member** | **Grade of Membership and Membership No.** |
|  |  |
|  |  |
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**6. Career History**

 Please detail below all your employment/self-employment/voluntary work relevant to this application. Start with your present/most recent employment providing clear details of any gaps in employment. Show the name of the employer (or name of company, if self-employed), job title(s), main duties and responsibilities and dates of employment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of****most recent Employer** | **Job Title(s)****Grade/Position** | **Current****Salary/Salary****on leaving** | **From** | **To** |
| **Month** | **Year** | **Month** | **Year** |
|  |  |  |  |  |  |  |
| Main duties & responsibilities |
|  |

 **Previous Experience (**Please list your previous posts beginning with the most recent.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | **Grade/Position** | **Main Duties****and Responsibilities** | **From** | **To** |
| **Month** | **Year** | **Month** | **Year** |
|  |  |  |  |  |  |  |



**HR FORM: Part B**

**Employment Application**

***Extern is an Equal Opportunities Employer***

**Part B**

**The objective is to record succinctly how you have the experience and qualities sought.**

**ALL of the “Experience and Qualities Sought” section of this form**

**will be available to the shortlisting and interview panels.**

# Experience and Qualities Sought

Please complete **all** sections. (CVs or other supplementary material **will not** be considered).

Extern may decide to interview only those applicants who appear to them, from the information available, to be the most suitable in terms of relevant experience and ability. It is therefore essential that you fully describe in each of the following sections how you meet the particular experience and qualities sought, giving examples and specifying exact dates as appropriate.

Please read all sections of the Person Specification. This part of the application asks you to describe your experience, skills and personal qualities which are applicable to the post. In completing your application you are advised to make clear reference as to how you meet with to the essential and desirable criteria for the relevant role. It is not appropriate to simply list the various posts that you have held. Extern will not make assumptions from the title of the post as to the skills and experience you have gained.

*(Extern reserves the right to enhance or decrease the criteria depending on the quality and number of applications.)*

**1. Please state clearly how you meet with the essential criteria**

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| --- |
| **ESSENTIAL QUALIFICATIONS & EXPERIENCE:** |
|  |

**2. Please state clearly how you meet with the desirable criteria.**

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| **ADDITIONAL DESIRABLE QUALIFICATIONS & EXPERIENCE:** |
|  |

**3. Please provide any additional information which you wish to give in support of your application.**

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**4. Other Information**

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| --- | --- |
| **IF APPOINTED, HOW MUCH NOTICE WOULD YOU REQUIRE BEFORE TAKING UP APPOINTMENT?** |  |

 **5. References**

Please note that two references will be required for an appointment following your interview including that of a present/most recent employer’s.

 **Name/Title and contact details of person from whom reference should be sought:-**

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| --- | --- |
| **Referee 1** | **Referee 2** |
| **Name** |  | **Name** |  |
| **Job Title** |  | **Job Title** |  |
| **Contact Details** | **Contact Details** |
| **Address** |  | **Address** |  |
| **Tel No.** |  | **Tel No.** |  |
| **Email** |  | **Email** |  |

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