***1For office use only***

Ref No Recd

**Michelle Guy MLA**

**Michelle Guy MLA**

**CASEWORK OFFICER – PART TIME**

**Completed forms should be emailed to michelle.guy@mla.niassembly.gov.uk**

**to arrive not later than noon Friday 30th August 2024**

# APPLICATION ONLY BY COMPLETION OF THIS APPLICATION FORM

# LATE APPLICATIONS AND CV’S WILL NOT BE ACCEPTED

**If there is not enough space at any section, please use additional space.**

**Please do not change the formatting on this form.**

**Personal Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Surname |  |  | 2. | Mr/Mrs/Miss/Ms/Dr |  | |
| 3. | Forenames  in full |  |  | 4. | Previous Surname  (if applicable) |  | |
|  |  |  |  |  |  |  |

**1. Personal Details**

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_

Forename(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous surname(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(if any)

Address for

Communication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent address (if different from above)

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No. (including STD Code) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disability is defined as “any physical or mental impairment which has a substantial and long-term effect on a person’s ability to carry out normal day-to-day activities and which has lasted or is likely to last for more than 12 months”.**

Do you consider that you have a disability?

If so, do you require any arrangements to assist you if called for interview?

If yes, please state the arrangements which will be needed for you to attend.

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

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

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**2. Secondary-Level Educational Qualifications \*continued at end of application\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examining Board** | **Year** | **Subject** | **Level** | **Result** |
|  |  |  |  |  |
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**3. University or other further education**

If you have attended university or college, please provide details of qualifications awarded, including name of institution, date awarded/expected and subjects studied:

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **University or college** | **Dates of attendance** | **Type of degree, diploma or certificate including class and division class and division** | **Main subjects** | **Research or study** | **Date awarded/**  **expected** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Postgraduate qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **University or college** | **Dates of attendance** | **Type of degree, diploma or certificate including class and division class and division** | **Main subjects** | **Research or study** | **Date awarded/**  **expected** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**4. Professional / Vocational qualifications**

If you have any professional/vocational qualifications and/or are a member of any professional body please provide details.

**5. Career History**

Please detail in the tables below all your employment/self-employment/voluntary work relevant to your application. The first table relates only to your current / most recent employment, with the subsequent table relating to previous employment.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Most recent employer** | | | | | | |
| **Name and Address of**  **Employer** | **Job Title/s**  **Grade/Position** | **Current**  **Salary/Salary**  **on leaving** | **From** | | **To** | |
|  |  |  | Month | Year | Month | Year |
|  |  |  |  |  |  |  |
| **Main Duties and Responsibilities of Post/s** | | | | | | |
|  | | | | | | |

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

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

**Please note that a present/most recent employer’s reference may be required following interview.** May we approach your present/most recent employer for a reference if we are considering you for appointment?

|  |  |  |
| --- | --- | --- |
| Yes |  | No |

Name/Title of person from whom reference should be sought: -

Name\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please supply details on two further referees:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail E-Mail

**6. Criminal Convictions**

Have you ever been convicted of a criminal offence or are there any charges outstanding?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

If so, please give full details. You need not include motoring convictions unless your driving licence has a current endorsement as a result, and you need not include convictions which are “spent” under the Rehabilitation of Offenders (NI) Order 1978.

**7. Do you have the right to work in the UK?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

Note: the Alliance Party will require proof of this right before an offer of employment can be

confirmed – eg; Birth certificate and/or any other appropriate document required to confirm

your right to work in the UK as required by the Asylum and immigration Act 1996.

**8. Health Declaration**

Following the introduction of the Disability Discrimination Act 1995, employers must ensure that employment practices are not discriminatory and that reasonable adjustments are made to the workplace to overcome the effects of disability. In order to help us in this process, applicants must provide the following information, but in doing so should also be aware that answering “yes” to any of the following questions does not exclude them from the competition, but may require them to provide further information.

|  |
| --- |
| 1. Do you suffer from any medical condition or disability which:  (a) may prevent your regular attendance at work, or your ability to give effective service over a period of up to one year?  Yes No  If yes, please give details:  (b) may have a health and safety implication for carrying out the job for which you are being considered, eg fits, fainting attacks, blackouts or epilepsy?  Yes No    If yes, please give details:  2. Have you been retired on medical grounds from employment?  Yes No    If yes, please give details:  3. Do you suffer from any medical condition or disability which you would like the employer to take into account when considering your application?  Yes No    If yes, please give details: |

The remainder of this form is used to record the other qualities and experience which are required from the Person Specification & Job Description.

**The short-listing panel 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.**

**In addressing the following requirements, please refer to the Person Specification & Job Description for this post.**

**9**. Please set out how your **Professional / Technical Qualifications** meet the essential and if appropriate desirable specifications for this post. Please be as detailed as possible when providing examples with dates where appropriate.

**10**. Please set out how your **Experience / Job Knowledge** meet the essential and if appropriate desirable specifications for this post. Please be as detailed as possible when providing examples with dates where appropriate.

**11**. Please set out how your **Personal Qualities / Skills** meet the essential and if appropriate desirable specifications for this post. Please be as detailed as possible when providing examples with dates where appropriate.

**12**. Please set out how your **Circumstances** meet the essential and if appropriate desirable specifications for this post. Please be as detailed as possible when providing examples with dates where appropriate.

**13. Warning**

A candidate found to have given false information or wilfully to have suppressed any material fact will be liable to either disqualification or, if appointed, to dismissal.

**Late applications will not be accepted.**

**14. Declaration**

The particulars given by me in this application are true and accurate to the best of my knowledge and belief.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_