

For office use only

Ref No Recd

Colin Crawford MLA



Application Form

Completed forms should be returned by email to:

colin.crawford@mla.niassembly.gov.uk

With the subject line clearly marked 'Colin Crawford MLA Application for Constituency Manager Post'

**Applications must be received by 12pm on Monday 2nd September 2024.
Applications received after this time will not be considered**

1. Personal Details

Surname _____

Forename(s) _____

Name usually known by _____

Address for
Communication _____

Telephone No. _____

Permanent address
(if different from above) _____

Telephone No. _____

Mobile No. _____

E-Mail: _____

If you have a disability and require arrangements to be made to assist you in attending for interview, please state below the arrangements which will need to be made for you to be able to attend

2. Secondary-Level Educational Qualifications

Subject	Level (A-level, GCSE etc)	Grade achieved

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	Type of degree, diploma or certificate including class and division	Subject	Date awarded/ expected

Postgraduate qualifications

University or college	Type of degree, diploma or certificate including class and division	Subject	Date awarded/ expected

4. Personal / career development

Please provide details of courses attended, accreditations received, memberships of professional bodies and any voluntary work undertaken that you believe may be relevant to your application for employment:

5. Career History

Please detail below all your employment/self-employment relevant to your application. **Start with your present/most recent employment.** Show the name of the employer (or name of company, if self-employed), job title, main duties and responsibilities and dates of employment.

Name and Address of present / most recent Employer	Job Title Grade/Position	From		To		REASON FOR LEAVING
		Month	Year	Month	Year	

Main Duties and Responsibilities in your current / most recent role

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

Employer	Job title and main responsibilities	Reason for leaving	From		To	
			Month	Year	Month	Year

(Continue on a separate sheet if necessary)

6. Referees

May we approach your present/most recent employer for a reference if we are considering you for appointment? (note approaches will not be made to current employers prior to the issue of an offer of employment, subject to receipt of satisfactory references)

Yes

No

If you answered "no", please give the reason:-

Name/Title of person from whom current / most recent employer's reference should be sought:-

Name _____

Job Title _____

Address _____

Telephone _____

E-Mail _____

Please supply details of an additional referee. This should either be a former employer / manager or any other appropriate person who could comment on your suitability for the post (and are not members of your family):

Name _____

Job Title _____

Relationship to you _____

Address _____

Telephone _____

E-Mail _____

7. 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.

8. Do you have the right to work in the UK?

Yes

No

Note: the employer may require proof of this right before an offer of employment can be confirmed

9. 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 have 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 have 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 your opportunity to set out how you meet the essential and where applicable, desirable criteria for this post.

Only those applicants who clearly demonstrate how they meet the essential criteria will be short-listed for interview. The employer reserves the right to shortlist on the essential criteria only or on the essential and desirable criteria as identified in the Person Specification as appropriate.

If necessary, you may attach an additional sheet where there is insufficient space in the boxes provided. If attaching a continuation sheet, please clearly mark on the continuation sheet the section number to which the continuation sheet refers. Please limit your answers to one continuation sheet per section below.

10. Qualifications

Essential criteria

- Five GCSE's / O' Levels or Equivalent at Grade C or above including both English Language and Mathematics
- Excellent written skills (Grammar, punctuation and spelling)
- Proficiency in the use of Microsoft Outlook, Word and Excel packages

Desirable criteria

- 7 GCSEs at Grade C or above including Maths and English Language
- ICT qualification
- Customer Care qualification

Please set out how your qualifications meet the specification for this post. Please be as specific as possible when providing examples.

11. **Knowledge & Experience**

Essential criteria

- Minimum of two years' experience working in a paid capacity in administration in an office environment
- Experience of working with a range of stakeholders in order to achieve outcomes
- Previous experience of working with the public
- Ability to update and maintain a database
- Experience of dealing with sensitive and confidential information (both verbal and written) in line with the Data Protection Act and GDPR

Desirable criteria

- Experience of managing an office
- Experience of working with volunteers
- Experience of managing a budget
- Experience of working in a small team
- Experience of working on complex projects

Please set out how your knowledge and experience meet the specification for this post. Please be as specific as possible when providing examples with dates where appropriate.

12. Skills

Essential criteria

- Good punctuality
- Excellent verbal communication skills in person and on the phone
- Flexible, innovative and enthusiastic approach to work duties
- Understanding of Ulster Unionist Party objectives

Desirable criteria

- Patience and compassion
- Time management
- Ability to multitask

Please set out below how you have the skills required to undertake the duties of the post. Please be as specific as possible when providing examples with dates where appropriate

13. With **specific reference to the job description**, please provide any additional information in relation to your suitability for the post that you wish to give in support of your application

14. Data Protection statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment, the information will be used in the administration of your employment. The employer may also use the information if there is a complaint or challenge relevant to this recruitment process.

The employer may check the information collected with third parties or with any other information held by the employer. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form it will be assumed that you agree to the processing of sensitive personal data (as described above), in accordance with the principles set out in the Data Protection Act.

15. Declaration

The particulars given by me in this application are true and accurate to the best of my knowledge and belief. I understand that if I am found to have given false information or wilfully to have suppressed any material fact, I will be liable to either disqualification or, if appointed, to dismissal.

I consent to the personal data contained in this application form being processed in accordance with the data protection statement above.

Signed _____ Date _____