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Description automatically generated with low confidence

**Application for the post of**

**Communications and**   
**Outreach Officer**   
**in the office of Sian Mulholland MLA**

**This application form may be submitted either as a hard copy or electronically.**

**Hard Copy:**

Sian Mulholland MLA

12 Mill Street

Ballymena

BT43 5AE

**Electronic Copy:**

[**Sian.Mulholland@mla.niassembly.gov.uk**](mailto:Sian.Mulholland@mla.niassembly.gov.uk)

**Completed applications must arrive not later than 4pm, Friday 24th January 2025 at 4pm**

**It is hoped that interviews will be held on Friday 31st of January 2025.**

**Note: CVs are not accepted and will not be considered as part of the recruitment process.**

**Section 1 Personal details**

1. **PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Title: |  |
| Forenames: |  | Known as: |  |
| Address for communication: |  | | |
| Country of birth: |  | | |
| Contact Tel No: |  | | |
| Email address: |  | | |
| National Insurance No: |  |  |  |

## 2. EDUCATION

Please give details of any qualifications attained at post-primary level

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Subject** | **Level** | **Result** |
|  |  |  |  |
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If you have attended university or college, please provide details of qualifications awarded, including the name of the institution, date awarded and subjects studied.

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| --- | --- | --- | --- | --- | --- |
| **University or college** | **Dates of attendance** | **Type of degree, diploma or certificate** | **Main subjects** | **Result / Class and division awarded** | **Month / Year awarded (or expected)** |
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## 3. OTHER INFORMATION

If appointed, how much notice would you require before taking up the appointment?



**4. ADVERTISERS**

How did you learn of the post?

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

## 5. REASONABLE ADJUSTMENTS (please circle your answer)

**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? Yes No

Do you require any reasonable adjustments to assist you in any part of this process?

Yes No

If ‘Yes’, you may be contacted to discuss your requirements.

In the box below, please state the adjustments required.

|  |
| --- |
|  |

Do you require any arrangements to assist you if called for interview?

Yes No

If yes, please state the arrangements that will be needed to enable you to attend.

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## 6. GUARANTEED INTERVIEW SCHEME

The Equality Commission's Guidance on Positive Action for People who are Disabled recommends a Guaranteed Interview Scheme (GIS). The GIS has been developed for applicants with disabilities or those with a long-term impairment or health condition, that is expected to last for at least 12 months and which means that they cannot meet all of the shortlisting criteria. In these instances, provided that they have demonstrated in their application form that they meet all essential criteria for the post, the applicant will be offered a guaranteed interview. If the applicant does not meet all the essential criteria, they will not be invited for interview.

The Disability Discrimination Act 1995 introduced a legal definition of "disability". Under the terms of the Act, a disability is defined 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".*

You should note that if you are taking medication which reduces the effects which your disability would otherwise have, you may still be considered as having a disability - any positive benefit you derive from medication is to be left out when assessing whether you have a disability.

**Please circle Yes or No if you wish to apply under the Guaranteed Interview Scheme:**

Yes No

## BASIS FOR APPLYING UNDER GUARANTEED INTERVIEW SCHEME (GIS)

Please clearly circle to indicate all of the disabilities which you may have. It may be that you have a medical condition with a specific name (e.g. multiple sclerosis or epilepsy). To aid our understanding, if you are prepared to name any condition which affects you, please do so in the box below;

We reserve the right to request medical information from your own general practitioner (through you and with your consent) for advice.

* Hearing impairment
* Visual impairment
* Speech impairment
* Mobility impairment
* Physical coordination difficulties
* Reduced physical capacity
* Severe disfigurement
* Learning difficulties
* Mental illness / mental health difficulty
* Manual Dexterity
* Perception of the risk of physical danger
* **Other (Please specify below)**

|  |
| --- |
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##  Medical Condition (Please specify below)

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7. PROFESSIONAL QUALIFICATIONS

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| --- | --- |
| **Title** | **Date** |
|  |  |
|  |  |
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| --- | --- | --- |
| **Professional bodies of which you are a member (please include type of membership)** | **Date of registration** | **Registration No.** |
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## 8. EMPLOYMENT HISTORY

Detail all your employment /self-employment (and unemployment) and any formal volunteering roles for the last 10 years starting with the present/most recent.

Show the dates of employment, name of employer (or name of company if self-employed) and reasons for any non-employment. State also job title(s) and key responsibilities.

Please use additional pages if required.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |
|  |  |  |  | |  |  |  |

9. REFERENCES

**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? (Please circle)

YES NO

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

10. JOB CRITERIA

Please refer to the job description and personal specification and confirm how you meet the essential or desirable criteria for the post

*Please describe how you meet the Essential Criteria first, then the Desirable Criteria Note: this will be discussed in detail at interview*

## Professional / Technical Qualifications (no more than 250 words)

|  |
| --- |
|  |

## Experience / Job Knowledge (no more than 250 words)

|  |
| --- |
|  |

1. **Personal Qualities / Skills (no more than 250 words)**

|  |
| --- |
|  |

## 11. OTHER INFORMATION THAT YOU DEEM RELEVANT TO THIS APPLICATION (please limit to no more than 250 words).

|  |
| --- |
|  |

12. **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.

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

YES NO

Note: We 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.

## 13. DECLARATION

*I declare that the information I detailed in this application form are true, complete and accurate to the best of my knowledge and belief.*

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\*If submitting your application by email at typed signature will be accepted.

14. Submit completed application to:

**Please send hard copy applications to:**

Sian Mulholland MLA

12 Mill Street

Ballymena

BT43 5AE

**Electronic Copy to be sent to:**

[**Sian.Mulholland@mla.niassembly.gov.uk**](mailto:Sian.Mulholland@mla.niassembly.gov.uk)

**Completed applications must arrive by 4pm Friday 24th January 2025 at 4pm**

**Late applications will not be accepted.**