**COMPLETING THE WSN APPLICATION FORM: GUIDANCE NOTES**

#### Application Details: Please note the closing date and time for return of completed applications, as any received after this date and time will not be considered. Please also retain the original formatting and layout of the application form, however continuation sheets may be used where necessary but CV’s and any other information will be disregarded. Applications must be legible and completed in black ink or typescript. All questions must be answered in full. All information on the application form must be true and accurate, any information discovered to be untrue or inaccurate may result in disqualification or dismissal. Completed applications should be emailed to [info@wsn.org.uk](mailto:info@wsn.org.uk)

#### Personal Details: Please ensure that you give us your up to date contact details including email for applicant correspondence and a telephone number should you need to be contacted at short notice. We ask you to regularly check your email account to avoid missing any emails

**Special Requirements:** WSN wishes to provide any assistance necessary to people with disabilities to ensure equity of opportunity at interview. To ensure this happens it is vital that you answer the relevant questions in this section of the application form.

#### References: Referees must not be family members or friends and one must be your current/most recent employer who has knowledge of your skills base and current/most recent work. If you are not giving a current/recent employer you should attach an explanation of why this is the case, for consideration by the panel.

#### Possession of a Criminal Record: With some exceptions, having a criminal record does not necessarily debar an individual from working with us. This will depend on the nature of the position sought and the circumstances and background of the offence. If you have declared a criminal record, which we believe is relevant to the post we will discuss this with you after the selection process is complete but prior to making a conditional offer of employment if you are the successful candidate. WSN staff are subject to Access NI checks.

**Education/Qualifications:** It is important that you read the Personnel Specification and provide all the information requested.

#### Present Employment and Work History: It is vital that you are accurate in your completion of this section, as this information will be used at short listing to determine whether the length and relevance of your experience meets any criteria specified as essential. It is important that you demonstrate how you meet the criteria using additional pages if necessary. If you have any gaps in employment you must account for these and any periods of unpaid work should also be included.

#### Additional Relevant Information: This section of the application form should be used to provide information about any relevant training attended and to enlarge on particular experience/knowledge/skill that is not accounted for elsewhere on the application form. You should use the content of the job description and person specification for guidance.

#### Equal Opportunities Monitoring Form: Provision of this information is a statutory requirement in line with Equal Opportunities and Fair Employment legislation. Page2 of this application with personal information will be detached and along with Equality Monitoring Form will not be seen by the Selection Panel prior to shortlisting. All applications received will be treated in strictest confidence.

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| --- | --- |
| ***JOB APPLIED FOR:*** | Finance and Admin Officer |
| ***CLOSING DATE:*** | Friday 14 February @ 1.00 p.m. |

***Personal Information***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Surname:*** | | | **Forenames:**  **Known as:** | |
| ***Permanent Address:*** | | | | |
| ***Contact details:***  ***Home:*** | | |  | |
| ***Mobile No:*** |  | | | |
| ***Email Address:*** |  | | | |
| ***Have you a full driving licence?*** | | ***Yes***  **□** | | ***No*** **□** |
| ***Do you have access to transport?*** | | ***Yes***  **□** | | ***No* □** |
| ***Willingness to travel NI wide*** | | ***Yes***  **□** | | ***No* □** |

**Additional Information**

**Health**

Please state dates and reasons for illness over the last two-year period:

**Availability for interview**

Interviews will take place week beginning .

Please let us know if you can be available on these dates? YES / NO

(alternative date may be made available)

If called for interview are there any specific requirements that you have? YES / NO

If yes please give details:

If appointed when could you start?

**Work permit**

Do you need a work permit to work in the UK? YES / NO

If yes please specify:

***EDUCATIONAL BACKGROUND***

|  |  |  |
| --- | --- | --- |
| ***Type only - Secondary / Grammar etc:*** | ***Qualifications*** | ***Results*** |
|  |  |  |

***FURTHER EDUCATION***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Details of Further Education:*** | | | |
| ***Dates:*** | ***Colleges:*** | ***Courses:*** | ***Results:*** |
|  |  |  |  |

***DETAILS OF ADDITIONAL TRAINING***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Accredited / Non-Accredited*** | | | |
| ***Dates:*** | ***Courses:*** | ***Training Provider:*** | ***Results/Grades:*** |
|  |  |  |  |

***EMPLOYMENT HISTORY***

List your previous employers in reverse order, starting with your current or last employer

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***From - To*** | ***Employers Name & Address:*** | ***Job Title*** | ***Duties:*** | ***Salary &*** ***Reason***  ***for Leaving:*** |
|  |  |  |  |  |

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| --- |
| Qualification(s)/ Experience: |
| **Finance/accountancy qualification(s) or equivalent**: (Please detail)  **OR**  **Three years’ experience in similar role:** (Please detail) |

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| Experience, Knowledge &Skills: |
| Please indicate why you are applying for this job. You should highlight here any particular knowledge, skills and previous experience you have that are suitable for this role and provide practical clear examples of these and relevant information where possible. When doing so, you should demonstrate adequately how your experience, abilities, knowledge and skills match those required to undertake all aspects of this role as detailed in the job description and person specification attached. |

**SUPPLEMENTARY INFORMATION**

Please state any further information you wish to give in support of your application including details of skills, interests or personal qualities not already mentioned that are of relevance to your application for employment.

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**REFERENCES**

|  |  |
| --- | --- |
| Please give the names and contact details of two persons who are willing to provide a reference for you. They should be persons who know you (but who are not your family) and who are qualified to give an opinion about how you are suitable for this post. Preferably, one should be your current/most recent employer. Please note; we will not contact your current employer for a reference unless and until we are prepared to offer the post to you. | |
| ***Name:*** | ***Name:*** |
| ***Position:*** | ***Position:*** |
| ***Address:*** | ***Address:*** |
| ***Postcode:*** | ***Postcode:*** |
| ***Email:*** | ***Postcode:*** |
| ***Tel. No:*** | ***Tel. No:*** |
| ***Relationship to you:*** | ***Relationship to you:*** |

### SPECIAL REQUIREMENTS

Please inform us about any special arrangements or adjustments that you may need us to put in place for you in the event that we invite you to interview.

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### CRIMINAL RECORD

***Please note any criminal convictions except those ‘spent’ under the Rehabilitation of Offenders (Northern Ireland) Order 1978. If none please state. In certain circumstances, employment is dependent upon obtaining a satisfactory disclosure of criminal records.***

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**Please Note:**

We are required by the Data Protection Act 1998 and GDPR (2018) to inform you how we will use any personal information that we hold either manually or on computer in relation to this application and any subsequent period of engagement. Please see the **Job Applicant Privacy Notice.**

This application form and any additional information you provide in support of your application will be held confidentially for a period of 6 months if you are unsuccessful.

If you are successful it will be held during the period of your employment and after your contract has expired for as long as it is necessary to meet regulatory, funding or other legal requirements.

###### *DECLARATION*

|  |
| --- |
| **I declare that the information I have provided in this application is, to the best of my knowledge accurate. I understand that the provision of false or misleading information in connection with my application or the omission of relevant information may result in rejection of my application, or instant termination of my services, if WSN has engaged me.**  **I agree to my details being passed to Access NI in order that an advanced check is carried out and that the result, including a copy of any cautions or convictions whether live or spent will be disclosed to WSN in confidence**  **I have read the Job Applicant Privacy Notice and consent to WSN to processing any personal data supplied in this application.** |
| ***Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |

***Please complete and return to:***

***The Administrator***

***Women’s Support Network***

***By Email***

***Email to:*** [***info@wsn.org.uk***](mailto:info@wsn.org.uk)

***Closing date for return of Applications: Friday 14 February @ 1.00 p.m.***

***Appointment will be subject to satisfactory References, Access NI check, eligibility to work in UK and verification of qualifications.***