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| **CONFIDENTIAL APPLICATION FORM SECTION 1** |
| Please refer to the **Guidance Notes for Applicants** before completing this application form. We value diversity, promote equality and challenge discrimination. We encourage and welcome applications from suitably skilled candidates from all backgrounds. Members of the recruitment panel will consider information you provide against the person specification for the role to decide whether you will be shortlisted for an interview. It is therefore essential that you complete the form fully and that you clearly demonstrate how you meet each point on the person specification. Please note that CVs are not accepted. |
| Candidate ref. number (for office use only): | **M/25-26** |
| **Position applied for** |
| Job title | **Manager** |

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| **Personal information and address for correspondence** |
| First name(s) |  |
| Last name |  |
| Address |  |
| Postcode |  |
| Telephone home |  |
| Mobile |  |
| Email |  |
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| **Information, experience, knowledge, skills and abilities** |
| **Please ensure that you address ALL the essential criteria in the person specification below and desirable if applicable. Please also fill in the other requirements (tick boxes).** |
| **Essential Criteria:****1.Possess a relevant (level 6) University degree and 1 years relevant management experience****OR****3 years relevant management experience and a less formal management qualification (e.g. ILM Level 5).****2i. Recent experience in the management and motivation of a staff team.****ii. Ability to prepare papers, reports and policies.****iii. Recent experience in representing an organisation to a variety of external stakeholders.****Iv. Experience with budgets, financial management, administration of grant funding and overseeing project delivery.****Vi. Experience of fundraising and securing grants****3i. Excellent written, oral and communication skills.****ii. Ability to work on own initiative** **iii. Ability to plan, prioritise and organise own workload and meet deadlines.****Iv. Excellent ICT skills** **V. Understanding of working with vulnerable clients and meeting their needs****Desirable Criteria:****1iii. Advice NI, Law Centre NI or NIACAB accredited Qualification in Welfare Rights.****2vii. Experience of the Community and Voluntary Sector****3v. Knowledge of Advicepro system****Other Requirements:**1. \*Current driving licence and access to a suitable vehicle (appropriately maintained and insured for business). (\*This criteria will be waived in the case of an applicant whose disability prohibits driving but who is able to demonstrate an appropriate alternative means of meeting the mobility requirements of the post).

**Yes No**1. Commitment to the provision of free, confidential, impartial and independent advice.

**Yes No**1. A commitment to equal opportunities and inclusion.

**Yes No** |

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| **Career history** |
| Please include your current / previous employment (including job training schemes), voluntary work, community activities, school placements, time caring for dependants etc. Please put in date order, starting with the most recent. (Continue on a separate sheet if necessary.) |
| **Employer’s name and address and type of business.** | **State position held and outline briefly the nature of the work and your responsibilities.** |
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| Dates from:  | To:  |
| Reasons for leaving:  |
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| Dates from:  | To: |
| Reasons for leaving:  |
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| Dates from:  | To:  |
| Reasons for leaving:  |
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| Dates from:  | To:  |
| Reasons for leaving:  |
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| Dates from:  | To:  |
| Reasons for leaving:  |

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| **Education** |
| Please give details of educational qualifications you have obtained from school, college, university etc. |
| Subject | Level | Grade |
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| **Professional Development / Relevant Training** |
| Please give details of any relevant professional qualifications, including membership of any professional bodies and any job-related training that you have undertaken. |
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**An Access NI check will be required for this post.**

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| **Criminal convictions** |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the The **Rehabilitation of Offenders** (**NI**) Order 1978?Having a criminal record will not necessarily bar you from working for Community Advice Fermanagh – much will depend on the type of job you have applied for and the background and circumstances of your offence. For some posts, an offer of employment will be subject to an Access NI check. If this applies to the post for which you are applying, this will be noted in the application pack. |  |
| If YES please provide details of the offence and the date of conviction. |

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| **References** |
| Please provide the names, addresses, telephone numbers and email addresses of two people who may be approached for references. One of these must be your present or most recent employer, the other could be someone who knows you in a work related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the post applied for. References will only be taken up for successful candidates following interview. |
|  **Referee 1** |
| **Name** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone** |  |
| **Email** |  |
| In which context does this referee know you? |  |
|  **Referee 2** |
| **Name** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone** |  |
| **Email** |  |
| In which context does this referee know you? |  |

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| **Entitlement to work in the UK** |
| **Check of original documents as proof of right to work in the UK or online check of digital UK immigration status.**If you are invited to an interview, you will be asked to bring with you original copies of documentation that provides evidence of your right to live and work in the UK. If you have a digital UK immigration status you will be asked to provide a share code for us to conduct an online check.For original documents, this can be one or a combination of original documents from the [list of acceptable documents produced by the Home Office](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/378926/employers_right_to_work_checklist_november_2014.pdf).Please note that for EU nationals from 1 July 2021 an EU Passport or ID card is no longer an acceptable document for proof of right to work and a UK immigration status will be required to be shown. This is usually a digital status without a physical document and an online check of this will be required before commencing work.Since May 2014, it has been a requirement for visas and Indefinite Leave to Remain stamps in passports to be in a valid document in order to be acceptable evidence of right to work. Visas/stamps in expired passports cannot be accepted.For physical documents where an online check cannot be undertaken, the original documents will be checked by a member of staff in your presence to check that documents are genuine, valid and that there are no work restrictions that prevent you from undertaking the work concerned. A copy will be taken and signed and dated as checked by the member of staff.These documents will be retained securely by the Organisation until the end of the selection process. At that point, if you are successful, the copy of the document will be retained on your personal file. If you are not successful, the copy will be destroyed securely.If you have not provided evidence of your right to work in the UK at an interview with us, any offer of work or employment made to you will be conditional upon you presenting this before you join Community Advice Fermanagh. This document check must be carried out before you start or can be paid for any work with us.Please confirm if you are willing to demonstrate your ability to determine your Right to Work and live in the UK?YES  NODo you require a work permit or immigration status to work in the UK?YES  NO |

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| Declaration |
| Data Protection Statement: I consent to this information being processed and stored for the purpose of recruitment and selection at Community Advice Fermanagh, and if appointed, for the purposes of employment at Community Advice Fermanagh.I confirm that to the best of my knowledge, the information I have provided on this application form is true and correct. I understand that if appointed on the basis of false information contained in this form, I may be summarily dismissed. **How we will use your information**The information you give us on the application form will be used to help us decide whether to recruit you as a member of staff - this is our ‘legitimate interest’ under data protection law. It will only be seen by staff involved in the recruitment process, and will be stored securely. If you are recruited, we will retain your contact information in order to involve and support you. We will also collect additional information, such as next of kin details, and over time records of training, support meetings and where relevant, appraisals. Again, it will be kept securely, and only those people who need to see your information in order to involve you will have access to it.All use of applicant’s information will be relevant to their involvement, and may include:* Contacting applicants when necessary
* Making reasonable adjustments to improve accessibility
* Monitoring statistical details of our applicants
* Providing ongoing support to applicants
* Addressing problems or complaints
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| **If you are sending your application form by e-mail, please mark this box** x **(as a substitute for your signature) to confirm that you agree to the above declaration.**  |
| Signed:  | Dated:  |

Please return this form by 1pm on Monday 14th April 2025 to: browntree@communityadvicefermanagh.com.

Please complete Section 2.

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| **CONFIDENTIAL APPLICATION FORM SECTION 2****Diversity monitoring**Please note **Section 2** will be detached before sending your application to the recruitment panel for shortlisting. |
| **Job title:** | **Manager** | **Candidate ref. number** **(for office use only):** | **M/25-26** |
| Community Advice Fermanagh is committed to valuing diversity and promoting equality. We encourage and welcome applications from suitably qualified candidates from all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.In order to achieve these aims we need to know about the diversity of people who apply to work in the service. Please help us by providing the following information. All information will be treated confidentially and will be separated from your application form before making any selection decisions. If you prefer not to answer any of the questions please leave them blank.**General Data Protection Regulations (GDPR)**Under data protection law we are allowed to ask for this information as its sole purpose is to allow us to monitor the diversity of our applicants.Community Advice Fermanagh will keep the information secure and confidential and use it only for the purposes of recruitment and selection diversity monitoring. If you become an employee of Community Advice Fermanagh the information will be retained for the purpose diversity monitoring only.Thank you for your co-operation.**The following information will not be seen by the recruitment panel and will not affect your application.** |

**Age:** ❒ <25 ❒ 25-34 ❒ 35-44 ❒ 45-54 ❒ 55-64 ❒ 65+

**Gender:** ❒ Female ❒ Male ❒ Non-binary

**Ethnic origin -** How would you describe yourself? Choose **one** section and select the appropriate box within it.

**White:**

❒ British ❒ Irish ❒ Northern Irish ❒ Gypsy or Irish Traveller

❒ Other White background, please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed Heritage:**

❒ White and Black African ❒ White and Black Caribbean ❒ White and Asian

❒ Other Mixed background, please state:

**Asian or Asian British:**

❒ Indian ❒ Bangladeshi ❒ Pakistani

❒ Any other Asian background, please state:

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**Black or Black British:**

❒ African ❒ Caribbean ❒ Any other, Black background, please state:

**Chinese or other ethnic group:**

❒ Chinese ❒ Arab ❒ Any other, please state:

❒  **Prefer not to say**

**Disability –** Community Advice Fermanagh believes that people are disabled by the barriers society places in their way and not by their own impairments. We believe everyone has a role to play in society and we want the service to benefit from the widest range of talent available.

Do you consider yourself to be a disabled person or do you have a long-term health condition?

 ❒ Yes ❒ No ❒ Prefer not to say

**Religion or belief -** Which group below do you most identify with?

❒ Catholic Community ❒ Protestant Community ❒ Neither Community