



AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT - CONFIDENTIAL

Position applied for:	IT Manager		
Closing Date:	Monday 23 November 2015, 10.00 am	Job Ref No:	

This Application Form is divided into four sections:

1. **Personal Information** – this will ask for personal details such as your name, address and contact details. Should you require any adjustments to be made in the event that you are invited to interview, please outline them in this section.

Information provided in this section will be detached and retained by HR for information and administration purposes only. This information will not be seen by the selection panel unless deemed necessary by HR.

2. **Equal Opportunity Monitoring Form** – NILGOSC is committed to equal opportunities and diversity. To ensure that we receive applications from all sections of society we ask applicants to complete an Equal Opportunity Monitoring form.

Information provided will be treated in the strictest confidence and will be detached and retained by HR for information and monitoring purposes only. The selection panel will not see this information.

3. **Competency & Experience** – you will be asked to complete information regarding your skills, knowledge and experience. Your application will be shortlisted based on the information you provide in this part of the application form. It is therefore essential that you take this opportunity to demonstrate relevant skills, knowledge and experience in relation to the enclosed Job Description and Job Specification.

Information provided in this section will be given to the selection panel. The panel will use the information to assess your application against the requirements for the job.

4. **Declaration** – this provides a Data Protection statement and you will also be asked to sign and declare that the information you provide is accurate and true.

Important Guidance Notes for Completion of Application Forms:

Please refer to the Job Description, Personal Specification and Information for Applicants. These documents along with the following notes should be read carefully before completing your Application Form:

- CVs will **not** be accepted as a substitute for this form. Additional pages of information should **not** be submitted and the text boxes provided in the Competency & Experience section should **not** be expanded. Any such additional information will not be considered by the selection panel.
- For positions where literacy, verbal and written communication skills in English are specified then your application should be completed in English.
- It is preferable that forms are completed in typewritten format/electronically using a standard font. In the Competency & Experience section you should ensure that you use a **minimum of a font size 10**. Handwritten forms will still be accepted however you should ensure that your handwriting is legible and in block capitals.
- All forms must be completed and returned by the closing date.
- Information provided on this form will be used for the shortlisting process. You should refer to the Job Description and Job Specification and ensure that you demonstrate how you meet the criteria set out on this application form. NILGOSC reserves the right to exclude any application from the shortlisting exercise when the instructions outlined on this form, or provided in the Information for Applicants document, have not been followed.
- We will be pleased to offer assistance to those who have difficulty complying with these requirements.

Job Ref No:

PERSONAL INFORMATION

a) PERSONAL DETAILS

Surname	Forenames	Title	(Mr/Mrs/ Miss/Ms)
Address	Telephone No. (Evening)		
	Telephone No. (Day)		
	Telephone No. (Mobile)		
Post Code	Date of Birth		
Email	National Insurance No.		

b) DISABILITY AND ARRANGEMENTS FOR INTERVIEW

The Disability Discrimination Act defines disability as 'A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day to day activities'. The effect of the impairment is classed as long-term if (a) it has lasted at least 12 months; or (b) the period for which it lasts is likely to be at least 12 months; or (c) it is likely to last for the rest of the individual's life.

Do you consider that you have such a disability?

Yes No

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

Yes No

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

Do you use any special equipment in relation to your disability in order to perform your work?

Yes No

If yes, please specify

c) CONVICTIONS

Have you been convicted of a criminal offence which is not treated as 'spent' under the Rehabilitation of Offenders (NI) Order 1978?

Yes No

If yes, please give details

It should be noted that convictions for offences do not necessarily deter an applicant from obtaining employment.

d) REFEREES

Please give details of two referees, not related to you, one of which should be your current (or most recent) employer. It is preferable that both referees are in a position to comment on your employment record/professional ability. Referees will not be contacted until the interview process is complete.

Name:	Name:
Address:	Address:

Phone No:	Phone No:
Relationship:	Relationship:

e) DRIVING LICENCE

Do you have a full current driving licence? Yes No Do you have access to a car? Yes No

EQUAL OPPORTUNITY MONITORING FORM

Job Ref No:

a) GENDER

Male

Female

Transsexual/Transgendered

b) AGE

Date of Birth:

c) COMMUNITY BACKGROUND

Protestant

Hindu

Sikh

Roman Catholic

Muslim

Buddhist

Jewish

Other (please specify)

d) RACE

Black African

Pakistani

Mixed Ethnic Group

Black Caribbean

Bangladeshi

Irish Traveller

Other Black Background

Other Asian Background

White

Indian

Chinese

Other (please specify)

e) DISABILITY

Disability is defined in the Disability Discrimination Act 1995 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'. The effect of the impairment is classed as long-term if (a) it has lasted at least 12 months; or (b) the period for which it lasts is likely to be at least 12 months; or (c) it is likely to last for the rest of the individual's life. Please note that it is the effect of the impairment without treatment which determines whether an individual meets this definition.

Do you consider yourself to be disabled?

Yes

No

If yes, what is the nature of your disability? (please specify)

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f) METHOD OF ADVERTISEMENT

Please indicate in which publication or by which other means you became aware of this vacancy:

Belfast Telegraph

NIjobs.com

RecruitNI.com

Sunday Life

NILGOSC website

Other Publication (please specify)

EQUAL OPPORTUNITY MONITORING FORM

NILGOSC fully supports equality for all people and is committed to the fulfilment of Section 75 of the Northern Ireland Act 1998. The Act requires NILGOSC, in carrying out its functions, to have due regard to the need to promote equality of opportunity:

- between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- between men and women generally;
- between persons with a disability and persons without;

and

- between persons with dependants and without.

To help us monitor the composition of the workforce and applicants for posts, in order to ensure equality among all nine categories, please complete the section below. The information you provide will be treated on a strictly confidential basis however you may leave blank any question which you do not wish to answer.

g) POLITICAL OPINION

Nationalist

Unionist

Other (*please specify*)

h) MARITAL STATUS

Single

Married/Civil Partnership/Co-Habiting

Separated/Divorced

Widowed

i) SEXUAL ORIENTATION

Bisexual

Gay

Heterosexual

Lesbian

j) DEPENDANTS

Do you have dependants?

Yes

No

If yes, please indicate whether your dependants or the people you look after are:

Child/children

Disabled person/persons

Elderly person/persons

Other (*please specify*)

COMPETENCY & EXPERIENCE

Applicant Name: Job Ref No:

a) EDUCATION AND QUALIFICATIONS

Secondary Education Please list below any qualifications obtained while in secondary education

Type of examination e.g. GCE, GCSE etc.	Subject	Result/ Grades

Further & Higher Education Please list below any qualifications obtained whilst in further or higher education.

Educational Establishment	Title of Qualification e.g. BTEC HND, BSc Econ, etc	Main Subjects	Result/ Grades

COMPETENCY & EXPERIENCE

Professional Qualifications and Membership

Please list below any professional qualifications obtained and/or membership of professional bodies.

Organisation	Title of Examination and Result	Type of Membership and Joining Date

Equivalent Qualification - If you are applying on the basis of a qualification that is not specifically stated in the Personal Specification but which you consider is equivalent you must clearly demonstrate the equivalence below. In order to demonstrate equivalence there must be clear evidence of a significant overlap in your qualification, both in terms of depth and breadth to the one that is required. **Please refer to the document 'Information for Applicants' (section 3.6)** which is available as part of the application pack. You must attach verification of the equivalency from the examining body with your application:

Subject/ modules	Examining Body	Result/ Grade	How is this equivalent?

COMPETENCY & EXPERIENCE

b) EMPLOYMENT HISTORY

Please provide details below of all jobs held, **starting with your present** or most recent employer, and please account for any gaps in employment. You may continue on a separate page if necessary in this Employment History section only - please ensure your name appears at the top of the additional page.

Employer Name, Address, and Nature of Business	Date(s)		Job Title and outline of Duties/ Responsibilities <i>If your job was part-time, please indicate.</i>	Reason for Leaving
	From	To		

Earnings per annum for last/most recent employment £ Commission/Bonus/ Other Benefits etc. £

Period of notice required
.....

COMPETENCY & EXPERIENCE

c) EMPLOYMENT HISTORY continued...

You may continue on a separate page if necessary in this Employment History section only - please ensure your name appears at the top of the additional page.

Employer Name, Address, and Nature of Business	Date(s)		Job Title and outline of Duties/ Responsibilities <i>If your job was part-time, please indicate.</i>	Reason for Leaving
	From	To		

d) RELEVANT TRAINING

Please detail below any courses or training you have attended that you consider relevant to this application.

In the boxes on the following pages please state how your knowledge, skills and experience meet the criteria required for this post (as outlined in the Job Specification). You should draw on your experiences from your current or previous roles or from other relevant situations. Tips for completion can be found in the document 'Information for Applicants' which is included in the application pack. Please note - this application may not ask for information against all the criteria set out in the Job Specification however these may be assessed at a later stage of the selection process.

Additional pages of information should not be submitted and the text boxes provided should not be expanded. Any such additional information will not be considered by the selection panel. If you are completing your form electronically please ensure that you use a minimum of a font size 10. If handwriting your application, please ensure that your form is legible and use block capitals.

e) ESSENTIAL CRITERIA

Use the space below to demonstrate your experience relevant* to this role. Please provide dates and details of the role(s) as applicable and include examples to demonstrate your experience of managing, maintaining, developing and operating a physical and virtual (*Hyper-V preferred*) IT infrastructure and IT solutions.

** Relevant experience will be considered as experience (three years' within the last six years) in an office environment and should include experience of: installing and supporting network servers; firewalls and IT security; back up recovery procedures and managing risk and identifying risk controls.*

COMPETENCY & EXPERIENCE

Please give an example(s) below to demonstrate how you have utilised or introduced new technology to improve business processes or business efficiency. In your response, please briefly describe what it was you were trying to improve, why the changes were necessary and if the solution was successfully implemented/adopted.

Using the space below, please give examples to outline your experience of using report writing software using a query language (please state the language(s) used), and to outline some of the advanced features of the Microsoft Office products (e.g. Word, Access, Excel) you are familiar with.

Please demonstrate below, your experience (at least two years) of successfully managing staff. Your response should include length of experience, an indication of the number of people in the team as well as examples of some of the associated supervisory/management duties you have undertaken (e.g. motivating and developing staff, appraising staff, addressing performance issues).

Please provide an outline below of your experience of managing and supporting Microsoft technologies. This should include Windows Server 2008 and 2012, Windows 7 and Windows 8, Office 2007 and 2010, SharePoint 2013, Exchange Server 2013 (including Active Directory, DNS and DHCP).

COMPETENCY & EXPERIENCE

f) PREFERRED CRITERIA

Use the space below to outline your knowledge/experience in one/some/all of the following areas:

- Operating, maintaining and supporting document imaging systems
- SQL query language
- Experience of Hyper-V
- Maintaining and managing telecommunication systems (including ISDN and broadband connections) and support remote and mobile access
- Experience of procurement, preparing tender documentation, agreeing SLA's and budget setting.

g) ADDITIONAL INFORMATION

Please note below any particular skills that you would bring to the post and any other information relevant to your application that you would like the shortlisting panel to consider.

h) HEALTH

Applicants called to interview may be asked to complete a health questionnaire and may be required to undergo a medical examination. A disability or health problem does not preclude full consideration for employment.

How many days and occasions have you been absent from work due to days
illness in the past two years? occasions

Is there any additional information you wish to provide?

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 with us, the information will be used in the administration of your employment with us and to provide you with information about us or third parties via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. Information not provided in English may be passed to a third party translation service.

NILGOSC reserves the right to conduct criminal records checks on particular posts or carry out additional candidate checks (such as Access NI checks) where it can be justified and defended; this will be assessed on a case by case basis.

By signing (or by entering your name in electronic/typewritten format) below we will be assuming that you agree to the processing of sensitive personal data (as described above).

DECLARATION

The information given by me on this application is, to the best of my knowledge and belief, true and correct. I also understand that any misrepresentation by me, during any aspect of the selection process, will lead to the withdrawal of any offer of employment or my employment being terminated without any obligation of liability on the part of NILGOSC other than for services rendered.

Signed: _____ Date: _____

Please return your completed Application for Employment to:

Post: Human Resources, NILGOSC, Templeton House, 411 Hollywood Road, Belfast, BT4 2LP (*please mark your envelope as Private and Confidential*)

Email: info@nilgosc.org.uk

A Word version of this form is available at www.nilgosc.org.uk/recruitment