



Making a positive difference

CHARTER for Northern Ireland

352 Newtownards Road, Belfast BT4 1HG

Tel: 02890 459458

Email: info@charterni.org

Dear Applicant,

Thank you for your interest in the post of Finance/Administration Officer
Please find enclosed:

- An application form
- A monitoring form

Should you decide to apply for the post, please return your SIGNED completed application form, together with completed monitoring form in a separate envelope, to:

Charter for Northern Ireland
352 Newtownards Road,
Belfast BT4 1HG

Please note that C.V. will NOT be accepted.

Finally, please note that applications must be received no later than Friday 31st August 2018 at 4pm and that shortlisted applicants will be interviewed week commencing 10th September 2018.

Thank you once again for your interest in this post.

Yours faithfully,

Caroline Birch
Operations Manager Charter NI



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APPLICATION FOR:

Finance / Administration Officer

Personal Details			
Surname: (Mr/Mrs/Miss/ Ms)		First Names:	
Home Address:		Date of Birth: (DD/MM/YY)	
		Telephone: Home	
		Work	
		Mobile	

Education and Training (Continue on separate sheet, if necessary)					
Secondary School and/or College/University	From	To	Level of Examination	Subject	Grade



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Other Training (Continue on separate sheet, if necessary)

Course Content	Dates	Training Establishment	Qualification

Employment (please give details of all positions held in your previous employment, starting with your present employer)

Dates		Name and address of employer and nature of business	Job title and immediate reporting line	Final remuneration package (with details)
From: (MM/YY)	To: (MM/YY)			
Nature of duties and responsibilities in brief including reason for leaving:				
Dates		Name and address of employer and nature of business	Job title and immediate reporting line	Final remuneration package (with details)
From: (MM/YY)	To: (MM/YY)			
Nature of duties and responsibilities in brief including reason for leaving:				



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Employment (Continued):				
Dates		Name and address of employer and nature of business	Job title and immediate reporting line	Final remuneration package (with details)
From: (MM/YY)	From: (MM/YY)			
Nature of duties and responsibilities in brief including reason for leaving:				
Dates		Name and address of employer and nature of business	Job title and immediate reporting line	Final remuneration package (with details)
From: (MM/YY)	From: (MM/YY)			
Nature of duties and responsibilities in brief including reason for leaving:				



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General

Period of notice required:

Interests outside work



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Experience

Please detail how your qualifications and experience meet the essential criteria, as outlined in the job specification. (Please continue on a separate sheet if necessary)



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Professional Qualifications

Membership of professional organisations	Date admitted	Institution or institute and grade of membership

References: (May we approach any or all of your referees now?)

	Current or most recent employer	Penultimate employer	Personal
Name			
Position			
Address and telephone no.			

Declaration:

I certify that the information in this application is true. I understand that this information may be verified as part of my application and that any resulting contract of employment may be withdrawn on the grounds of its inaccuracy.

Signature:

Date:

Forms not completed fully may be rejected.



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EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE FOR JOB APPLICANTS

THE INFORMATION YOU PROVIDE WILL BE TREATED AS CONFIDENTIAL.

THIS MONITORING FORM MUST BE RETURNED WITH YOUR APPLICATION.

Ref No:

We are an Equal Opportunities Employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998.

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am a member of neither the Protestant nor Roman Catholic Community

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Please indicate whether you are:

Female

Male

If you do not complete this questionnaire, we are encouraged to use the 'residuary' method, which means that we can make a determination on the basis of person information on file/application form.

Note: It is a criminal offence under the legislation for a person to "give false information in connection with the preparation of the monitoring return".

The above information will not be used as part of the application process.

The Monitoring Form should be sealed in a separate envelope from your application form and returned to:

Charter for Northern Ireland, 352 Newtownards Road, Belfast BT4 1HG