Application Form

**Applicant Ref:***(office use only)*

*AN EQUAL OPPORTUNITIES EMPLOYER*

Job Ref Number: **PSMS/09/21**

Job Title: Project Support Manager

Closing Date: **Wednesday 6th October 2021 at 5.00pm**

**NOTES:**

 CVs will not be accepted

 Canvassing will disqualify

 Incomplete applications will not be considered

 You are strongly encouraged to complete the equal opportunities section of this form which is used only

for monitoring/statistical purposes and is not made available to the panel

 Applications received after the closing date and time

will not be considered

* Applications must be completed and returned electronically

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname: |  |  | Title (Mr, Mrs, Miss, Ms, Dr): |  |
| First Names: |  |  | Previous Surname: |  |
| Address: |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Postcode: |  |  |  |  |
| Contact Number: |  |  | National Insurance: |  |
| Email Address: |  | | | |

Do you hold a current full driving licence valid in the UK? Yes  No

If required, do you have access to a car, or a form of transport Yes  No

which will enable you to undertake the duties of this post?

Please name two referees (Please see information pack for more details):

Title (Mr, Mrs, Miss, Ms, Dr):       Title (Mr, Mrs, Miss, Ms, Dr):

Name:       Name:

Occupation:       Occupation:

Address:       Address:

     

     

Postcode:       Postcode:

Phone No:       Phone No:

Email:       Email:

**FURTHER EDUCATION/ PROFESSIONAL QUALIFICATIONS**(e.g. Nursing, AHP, Social Care, Management, Administration)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Certificate/Diploma/Degree** | **Institute** | **Exams yet to be taken** | **Result** | **Date Obtained** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**PROFESSIONAL QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Professional Body** | **Type of Registration** | **Professional Registration No.** | **Date Obtained** | **Date of Expiry** |
|  |  |  |  |  |

Are you currently the subject of a referral to, or an investigation by, your professional body?

Yes  No  Not Applicable

Have you been involved or are you currently involved in any professional or personal, unresolved or pending issue that might undermine your standing ability to do the job?

Yes  No

**INDEPENDENT SAFEGUARDING AUTHORITY**

Have you ever been referred to the Independent Safeguarding Authority as a result of misconduct involving children and / or vulnerable adults? Yes  No

If yes, please provide full details below:

|  |
| --- |
|  |

**EMPLOYMENT HISTORY – PRESENT OR MAIN POST**

Employer Name:       Period of Notice:

Employer Address:       Salary / Wage:

      Job Dept / Location:

      Start Date:

Job Title:       Reason for Leaving:

Employment Status: Permanent  Temporary  Agency

Principle Duties of the Present Post:

|  |
| --- |
|  |

**EMPLOYMENT HISTORY — PREVIOUS POSTS**

Please list all your most recent previous posts beginning with the most recent.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name and Address  of Employer** | **Job Title** | **Start  Date** | **End Date** | **Reason for Leaving** | **Duties** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

If you have any gaps in your career history, please include and explain these in the box below.

|  |
| --- |
|  |

|  |
| --- |
| **ESSENTIAL CRITERIA**  You must demonstrate evidence of the following essential criteria by way of examples and dates in the box below. Please note the maximum word count is 300 words. |
| **Essential Criteria 1:**  1a) A university degree or equivalent professional qualification and a minimum of 2 years in the production and collation of management information.  *OR*  1b) A minimum of 5 years’ experience in the production and collation of management information. |
|  |

|  |
| --- |
| **ESSENTIAL CRITERIA**  You must demonstrate evidence of the following essential criteria by way of examples and dates in the box below. Please note the maximum word count is 300 words. |
| **Essential Criteria 2:**  Strong analytical and judgemental skills with a proven ability in interpretation of information and production of detailed reports for a range of uses including informing decisions of senior management. |
|  |

|  |
| --- |
| **ESSENTIAL CRITERIA**  You must demonstrate evidence of the following essential criteria by way of examples and dates in the box below. Please note the maximum word count is 300 words. |
| **Essential Criteria 3:**  Strong organisational skills and problem-solving skills i.e. ability to plan, prioritise and manage effectively in a demanding and challenging environment. |
|  |

|  |
| --- |
| **ESSENTIAL CRITERIA**  You must demonstrate evidence of the following essential criteria by way of examples and dates in the box below. Please note the maximum word count is 300 words. |
| **Essential Criteria 4:**  An excellent working knowledge and be competent in the use of information technology within an office environment, including MS Word, MS Excel, MS Access, MS Powerpoint and MS Outlook. |
|  |

|  |
| --- |
| **ESSENTIAL CRITERIA**  You must demonstrate evidence of the following essential criteria by way of examples and dates in the box below. Please note the maximum word count is 300 words. |
| **Essential Criteria 5:**  Excellent networking and team working skills with demonstrable ability to influence a wide range of internal and external stakeholders, and to develop and maintain relationships. |
|  |

|  |
| --- |
| **ESSENTIAL CRITERIA**  You must demonstrate evidence of the following essential criteria by way of examples and dates in the box below. Please note the maximum word count is 300 words. |
| **Essential Criteria 6:**  Experience of working with a diverse range of stakeholders to achieve successful outcomes. |
|  |

|  |
| --- |
| **ESSENTIAL CRITERIA**  You must demonstrate evidence of the following essential criteria by way of examples and dates in the box below. Please note the maximum word count is 300 words. |
| **Essential Criteria 7:**   1. Hold a full current driving licence and/or\* have access to a form of transport which will permit the applicant to meet the requirements of the post in full.   **\*This relates to any individual who as declared that they have a disability which debars them from driving.** |
|  |

|  |
| --- |
| **DESIRABLE CRITERIA**  You must demonstrate evidence of the following desirable criteria by way of examples and dates in the box below. Please note the maximum word count is 300 words. |
| **Desirable Criteria :**  A thorough knowledge and understanding of the current agenda in health and social care. |
|  |

**CONVICTIONS / OFFENCES**

Under the Rehabilitation of Offenders (Exceptions) Order Northern Ireland, 1979, the Northern Ireland Health and Social Services are included in the list of excepted employers. As such, all criminal convictions may never be regarded as spent and must be disclosed when applying for a post in the Health Service. It is necessary therefore to ask the following questions:

Have you ever been convicted of any criminal offence? Yes  No

Are you currently the subject of police investigation or Yes  No

do you have any prosecutions pending?

List below details of ALL charges, prosecutions, convictions, cautions, bind-over orders—even if they happened a long time ago. You must include any minor matters, any road traffic or motoring offences

|  |
| --- |
|  |

*Please note that disclosure of a conviction does not necessarily debar any applicant from obtaining employment.*

**DISABILITY**

Do you require a reasonable adjustment for reasons related to a disability to allow you to:

1. Attend for interview? Yes  No

If yes, please give details:

|  |
| --- |
|  |

1. Undertake the duties of this post if successful? Yes  No

If yes, please give details:

|  |
| --- |
|  |

**PERSONAL DECLARATION**

1. I declare that all the foregoing statements are true, complete and accurate

2. I understand that if I give wrong information or leave out important information I could be dismissed if I take up this job

3. I understand that to take up this job I must have satisfactory references, health assessment and Access NI checks (if applicable)

4. I understand that I will be asked to show some formal identification and evidence of qualifications if required

5. I confirm that as far as I know there are no medical reasons which would stop me from carrying out the duties of this job

6. I agree to you making any necessary enquiries during the recruitment and selection process

7. I understand that canvassing will disqualify me from the selection process for this job

8. I consent to the information I have provided being used within the context of the Data Protection Act 1998

9. I know of no reason why I cannot work in regulated activity.

Your Signature:       Date:

Please indicate how you became aware of this vacancy:

Social Media  Professional  Radio

Newspaper, please specify        Other, please specify

  

**Applicant no: GPPS/08/20/ \_\_ \_\_ \_\_**

**Recruitment Preference Sheet**

**Job Title:** General Practice Pharmacist

**Reference:** GPPS/08/20

**Name:**

Please indicate which preference you would like to be considered for:

(Rank order all posts that you would like to be considered for and leave others blank)

Post 1: Craigavon Federation of Family Practices

Post 2: Armagh & Dungannon Federation of Family Practices

Post 3: Newry & District Federation of Family Practices

**Please refer to page 3 of the Applicant Information Pack for Geographical areas within each Federation Area.**

**Please return this form with your application form and equal opportunities monitoring form.**