Controlled Schools’ Support Council

Second Floor, Main Building

Stranmillis University College

Stranmillis Road

Belfast BT9 5DY

**Office Use ONLY**

Monitoring number: SCO2122-02 **\_ \_ \_**

Application on database

Monitoring on database

Tel: +44 (0)28 9531 3030

Registered with The Charity Commission for Northern Ireland NIC107873

**CONFIDENTIAL**

**APPLICATION FOR EMPLOYMENT**

*(Please note that CVs will NOT be accepted)*

**Please note this form should be completed electronically. We will not normally accept handwritten applications except where a reasonable adjustment is required. Should you require assistance please contact Caroline MacLynn, HR Officer, on telephone number 028 9531 3030.**

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| **Job Reference:** | **SCO2122-02** | | |
| **Job Title:** | **SENIOR CLERICAL OFFICER** | | |
| **Location:** | **CSSC Headquarters**  **Stranmillis University College Belfast BT9 5DY** | **Closing date and time**: | **12 noon, Wednesday 26 January 2022** |
| **Completed applications should be returned by email to:** | **recruitment@csscni.org.uk** |  |  |

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| **Personal Details** | | | | | | | | | |
| Title (delete as appropriate): (Dr/Mr/Mrs/Ms/Miss) | | | Forename(s): | | | | | | |
| Surname: | | | National Insurance Number: | | | | | | |
| Address: | | | | | | | | | |
| Postcode: | | | Daytime telephone number(s)  (i)  (ii) | | | | | | |
| Email address: | | | | | | | | | |
| Please provide details of any special arrangements or reasonable adjustments, in relation to either communications or access, that you may require, if you are invited for assessment and interview. | | |  | | | | | | |
| Are you free to remain in and take up employment in UK? | | | | Yes  No | | | | | |
| Do you have any criminal convictions, which are not regarded as spent under the Rehabilitation of Offenders (NI) Order 1978? | | | Yes  No | | | | | | |
| Please note that the fact that an applicant has a criminal record will not necessarily be a bar to obtaining a position. | | | | | | | | | |
| If Yes, please provide details: | | |  | | | | | | |
| **Employment History** | | | | | | | | | |
| Please complete the table below starting with your current or most recent employer. | | | | | | | | | |
| Name and address of employer: | | | | | Job title: | | | | |
| Dates of employment: | | | | |
| From: | | | To: | |
|  | | |  | |
| Salary: | | | | | Reason for leaving: | | | | |
| Notice period: | | | | | | | | | |
| Duties and Responsibilities: | | | | | | | | | |
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| **Previous employment continued: All previous employment must be accounted for in your application (at least for**  **the last ten years - if applicable).** | | | | | | | | | |
| **Employer name and address** | **Job title** | **Dates of employment (dd/mm/yy)** | | | | | **Outline brief duties and responsibilities** | | **Reason For Leaving** |
| **From** | | | | **To** |
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| **Gaps In Employment** |
| **Please provide information to explain any gaps in your employment.** |
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| **Education and Training** |

Please provide details of any relevant qualifications or training you have received.

**Education.** Please list all relevant education qualifications obtained in date order, beginning with GCSEs:

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| **Type of qualification obtained**  **e.g. GCSE, A-level, NVQ, Degree etc.** | **Subject / Name of course** | **Grade attained** | **Dates (mm/yy)** |
| **From - To** |
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**Training and Professional Qualifications**

Please list all relevant professional and accredited training qualifications obtained.

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| **Course Title** | **Qualification** | **Dates (mm/yy)** |
| **From - To** |
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| **ELIGIBILITY CRITERIA**  **Note for candidates:**  **For shortlisting purposes, the selection panel will only use this section of the application form.** |
| Candidates MUST demonstrate how they meet the essential criteria. In the space below, pleasedemonstrate, by providing a clear and unambiguous statement, how your qualifications, skills and experience meet the **essential** criteria.  **ESSENTIAL CRITERIA**   1. **A minimum of 5 GCSEs at grade C or above, or equivalent, to include English and Mathematics.** 2. **Demonstrate your experience and proficiency in use of MS Office packages highlighting how you have used MS Word, Excel and Outlook.** 3. **Demonstrate experience working within a clerical or administration role which included the following activities:**  * **collating and inputting data to produce reports** * **maintaining electronic and paper filing systems** * **scheduling and organising meetings or other events.**  1. **Demonstrate experience of communicating effectively with others.** |
| **(Word limit: 900 words)** |
| In the space below, pleasedemonstrate clearly how you meet the following desirable criteria.  **DESIRABLE CRITERIA**   * Experience of using virtual platforms e.g. Zoom, MS Teams, to set up or assist in hosting meetings and events |
| **(Word limit: 250 words)** |

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| **Child Protection** | |
| **(Please note this may involve "regulated activity" as defined under the Safeguarding Vulnerable Groups (NI) Order 2007).**  **Are you aware of anything in your employment or personal history which would render you unsuitable to work with children and younger people? (Please tick)** | |
| **Option** | **Applicant Selection** |
| **Yes** |  |
| **No** |  |

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| **Child Protection** |
| **If you answered "Yes" to the above question, please provide details.** |
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| **Transport** | |
| **Do you hold a current driving licence? (Please tick)** | |
| **Option** | **Applicant Selection** |
| **Yes** |  |
| **No** |  |

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| **Do you have access to a car or other suitable form of transport (if it is necessary, to meet the essential requirements of the post)? (Please tick)** | |
| **Option** | **Applicant Selection** |
| **Yes** |  |
| **No** |  |
| **References** | |
| Please give the contact details of two persons not related to you, willing to act as a referee. The first  referee should be your current/most recent employer and be in a direct supervisory/managerial capacity.  The second referee, where possible, should be a previous employer. References will only be sought  as part of the pre-employment check after the final interview. | |

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| **Referee 1** | |
| Name: |  |
| Their Position: |  |
| Company Name: |  |
| Address: |  |
| Postcode: |  |
| Email Address: |  |
| Telephone number(s): |  |

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| **Referee 2** | |
| Name: |  |
| Their Position: |  |
| Company Name: |  |
| Address: |  |
| Postcode: |  |
| Email Address: |  |
| Telephone number(s): |  |
| If you have not named your current employer (or your most recent employer), please state why: | |
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| **DECLARATION** | |
| I declare the following actual or  potential conflicts of interests. |  |
| Do you have a close personal or working relationship with any CSSC employee or member of the CSSC  Council? |  |
| If Yes, please provide details |  |
| I confirm to the best of my knowledge that the information provided on this application form is true and accurate. I accept that any false or misleading statements may be sufficient cause for rejecting my application, retracting a job offer or if employed, may lead to my dismissal.  Should this application be successful I agree to supply documentary evidence as requested i.e. proof of right to work in the UK, Passport, qualifications etc. that may be necessary to process my application for employment.  I certify that the CSSC may process and retain this application form under the provisions of the General Data Protection Regulation 2018. I understand that by completing this declaration I am indicating my authorisation for the CSSC to process and retain the information for the purposes stated, to include, approaching my current/most recent employer for a reference in the event of my being recommended for appointment. | |

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| **Signature** |  | **Date** |  |

Please complete and return this form together with the Equal Opportunities monitoring questionnaire to the email address on the front of this form by the closing date advertised.