

**COMPLETING THE APPLICATION FORM**

##### GUIDANCE NOTES

##### Please read these notes carefully before completing your application form

#### Post Details

Please note carefully the closing date and time for returning completed application forms, as any forms received after this date and time will not be considered. Please also retain the **original formatting and layout** of the application form and monitoring form when completing your application.

#### Personal Details

Please ensure that you give us your full, and most up to date address for correspondence and a telephone number where you can be reached easily to allow us to contact you at short notice if required.

**Special Requirements**

WAVE wishes to provide any assistance necessary to people with disabilities to ensure equity of opportunity at interview. To ensure this happens it is vital that you answer the relevant questions in this section of the application form. For guidance purposes, a person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities. Physical or mental impairment includes sensory impairments. Hidden impairments are also covered, for example, mental ill health, learning disabilities, hearing impairment, diabetes or epilepsy.

#### References

Referees must not be family members or friends and one must be your current/most recent employer who has knowledge of your current/most recent work. If you are not giving a current/recent employer you should attach an explanation of why this is the case, for consideration by the panel. References are only requested after the panel makes the selection decision and before a written offer of engagement is made. We will take up references in writing and will also contact your referees verbally. WAVE reserves the right to ask for your consent to contact any relevant previous employers.

#### Possession of a Criminal Record

With some exceptions having a criminal record does not necessarily debar an individual

From working with us. This will depend on the nature of the position sought and the circumstances and background of the offence. If you have declared a criminal record, which we believe is relevant to the post we will discuss this with you after the selection process is complete but prior to making a conditional offer of employment if you are the successful candidate.

**Education/Qualifications**

It is important that you read the Person Specification and provide all the information requested. If there is a requirement for a post graduate qualification and you are unsure of the CAT points awarded for the specific qualification you obtained, please contact the awarding body and check before submitting your application.

If the criteria asks for evidence of membership of a professional body you should give the full name of the body, your membership number and the level of your membership e.g. affiliate, graduate, fellow etc.

#### Present Employment and Work History

It is vital that you are accurate in your completion of this section, as this information will be used at short listing to determine whether the length and relevance of your experience meets any criteria specified as essential. It is important that you demonstrate how you meet the criteria using additional pages if necessary. **If you have any gaps in employment you must account for these and any periods of unpaid work should also be included.**

#### Additional Relevant Information

This section of the application form should be used to provide information about any relevant training attended and to enlarge on particular experience/knowledge/skill that is not accounted for elsewhere on the application form. You should use the content of the job description and person specification for guidance.

#### Equal Opportunities Monitoring Form

Provision of this information is a statutory requirement and used to assist WAVE in monitoring the effectiveness of its Recruitment & Selection Policy & Procedures. It will not be seen by the Selection Panel. Should you wish to detach the Monitoring Form and submit it in a separate envelope you may do so. Please address it to **The Monitoring Officer.**



## IN CONFIDENCE

**APPLICATION FORM**

## Please complete ALL sections of this application using TYPE or BLACK INK ONLY. C.Vs will not be accepted as an alternative to completing this form.

### POST DETAILS

|  |  |  |
| --- | --- | --- |
| **Post: Administrator (MBMLW)** | | **Application Ref No:** AD/GG/MAY24/ |
| **Location: 314 Antrim Road, Glengormley, BT36 5EG**  **(Although may be expected to work from 5 Chichester Park South, Belfast, BT15 5DW)** | | |
| **Closing Date:** 05/06/2024  **Extended deadline** | **Closing Time: 1.00 pm** | |
| **Completed application forms should be emailed to** [**recruitment@wavetrauma.org**](mailto:recruitment@wavetrauma.org) **by the above closing date and time. Applications received after this date and time will not be considered.** | | **HR Manager**  **WAVE Trauma Centre**  **5 Chichester Park South**  **Belfast**  **BT15 5DW** |

### PERSONAL DETAILS

|  |  |
| --- | --- |
| **Title: Mr/Mrs/Ms/Miss**  Mr | **Full Name:** |
| **Address for Correspondence:** | |
|  | |
| **Postcode:** | **Email Address:** |
| **Daytime Telephone No:** | **Evening Telephone No:** |
| **Nationality:** | UK/Ireland  EU Citizen  Other |
| If Non-EU, do you hold a working visa? |  |

**SECONDARY EDUCATION/QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Subject & Awarding Body(please name institute) | Level Attained **e.g. Leaving Cert./** ‘O’/GCSE/A/ AS/NVQ etc | Grade/Mark Obtained | Year Obtained |
|  |  |  | Choose an item. |
|  |  |  |  |

### INFORMATION TECHNOLOGY/SECRETARIAL QUALIFICATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| Subject & Awarding Body | Level Attained | Grade Obtained | Year Obtained |
|  |  |  | Choose an item. |
|  |  |  | Choose an item. |

#### UNIVERSITY/HIGHER EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| Subject & Awarding Body (please name institute) | Level Attainede.g. Certificate, Diploma, Degree etc | Grade Obtained | Year Obtained |
|  | Choose an item. |  | Choose an item. |

# MEMBERSHIP OF/REGISTRATION WITH PROFESSIONAL BODIES

|  |  |  |
| --- | --- | --- |
| Name of Professional Body (e.g. NISCC, CIPD, CIMA, BACP etc) | Membership/Registration Number & Level of Membership | Date Joined/ **Renewal Date** (if applicable) |
|  |  | Click here to enter a date. |

# DETAILS OF PRESENT EMPLOYMENT

|  |  |
| --- | --- |
| Job Title: | Present Basic Salary: |
| Employers Name & Address: | Notice Period |
|  | From: |
|  |
| To: |
|  |
| Summary of Key Responsibilities: | |

# DETAILS OF PREVIOUS EMPLOYMENT HISTORY *(Starting with immediate previous and working backwards)*

Please provide details of all the positions (paid or unpaid/voluntary) you have held accounting for any gaps in your employment history. Please ensure you provide full details of dates, month and year as this is relevant information required for short listing purposes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates  (dd/mm/yy) | | Job Title & Employer | Summary of Duties | Final Salary &  Reason for Leaving |
| From | To |  |  |  |
| Click here to enter a date. | Click here to enter a date. |  |  |  |

**RELEVANT INFORMATION TO THIS POST**

**Using the Person Specification, please demonstrate how your skills, experience and abilities relate to this post and how you meet the essential/desirable criteria, giving practical examples and relevant information where possible.** Please use a separate sheet(s) if necessary ensuring that your name and the post title are stated on them.

|  |
| --- |
| **Essential & Desirable Criteria 1. Qualification/Education**  (i). 2 GCSE’s at Grade C or above (or equivalent) one of which must be English Language  (ii). 4 GCSE’s at Grade C or above (or equivalent)  (iii). OCR/RSA Stage 2 (Parts I & II) Word Processing or equivalent OR The ability to demonstrate same level of competence |
| **Essential Criteria 2. Experience**  (i) A minimum of one years’ experience of working in an administrative role within an office environment.  *Provide practical relevant example*  (iii) Experience of maintaining a database  *Provide practical relevant example* |
| **Essential Criteria 3. Knowledge**  (i) Demonstrable working knowledge of Microsoft Office to include Word, Outlook, Access and Excel.  *Provide practical relevant example* |
| **Desirable Criteria 2. Experience**  (ii) A minimum of one year’s experience of working with vulnerable clients  *Provide practical relevant example* |
| **Desirable Criteria 4. Other requirements**  (i). \*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). This section should be answered on page 11 |

**SUPPLEMENTARY INFORMATION**

Please state any further information you wish to give in support of your application including details of skills, interests or personal qualities not already mentioned that are of relevance to your application for employment. Please use a separate sheet(s) if necessary ensuring that your name and post title are stated on them.

|  |
| --- |
| ***Please continue on a separate sheet(s) as necessary*** |

**SPECIAL REQUIREMENTS**

|  |
| --- |
| To ensure equity of opportunity at interview, please state below if there are any special arrangements that you may require for e.g. reasonable adjustments. |

**MOBILITY**

WAVE recognise that people with disabilities may not have had the opportunity to gain a driving licence and therefore inability to drive will not automatically debar anyone from employment unless the ability to drive is considered to be an essential element of the post.

|  |  |
| --- | --- |
| Do you hold a current full driving licence? | Choose an item. |
| If yes, what date did you gain this licence? | Click here to enter a date. |
| Do you hold a D1 category licence? | Choose an item. |
| Do you have access to a suitably maintained vehicle? | Choose an item. |
| Do you have access to a vehicle which is insured for business? | Choose an item. |
| Have you ever been refused motor insurance? | Choose an item. |
| Have you had any convictions/endorsements for driving offences?  (If yes please state date of incident and details below) | Choose an item. |

#### REFERENCES

Please provide the names and full addresses of referees we can contact to provide details of your suitability for this post. They should **not** be family members or friends and one must be your current/most recent employer who has knowledge of your current/most recent work. WAVE reserves the right to ask for your consent to contact earlier employers. **Please Note: Referees will not be contacted until after the panel has selected suitable candidate(s). However, this must not be construed as an offer of engagement.**

|  |  |
| --- | --- |
| Name: | Name: |
| Job Title: | Job Title: |
| Organisation: | Organisation: |
| Address: | Address: |
| Postcode: | Postcode: |
| Telephone No.: | Telephone No.: |
| Email Address: | Email Address: |

**Please Note:**

We are required by the Data Protection Act 1998 to inform you how we will use any personal information that we hold either manually or on computer in relation to this application and any subsequent period of engagement.

This application form and any additional information you provide in support of your application will be held confidentially for a period of one year if you are unsuccessful.

If you are successful it will be held during the period of your employment and after your contract has expired for as long as it is necessary to meet regulatory, funding or other legal requirements. During this time we will not disclose its contents to a third party unless we believe it is lawful to do so.

### PERSONAL STATEMENT

### I declare that the information I have provided in this application for engagement is, to the best of my knowledge accurate. I understand that the provision of false or misleading information in connection with my application or the omission of relevant information may result in rejection of my application, or instant termination of my services, if WAVE has engaged me. I authorise WAVE to process any personal data given on any part of this form.

Signed:

Date: Click here to enter a date.

Name (in capitals):



**REF: AD/GG/MAY24/**

**EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE**

**Under the Fair Employment & Treatment (NI) Order 1998** all registered employers and specified authorities are required to seek to obtain information about the community background of applicants for employment. **WAVE also monitors its recruitment practices in terms of ethnic origin, marital status, caring responsibilities disability, age and the effectiveness of our advertising policy.**

The following monitoring information forms no part of the selection process. **Monitoring information is removed by the designated monitoring officer and not seen by selection panel members**. Monitoring information is used to complete statutory returns to the Equality Commission and to monitor the effectiveness of WAVE’s equal opportunities policies.

All of the monitoring information is stored confidentially and will only be released where a recognised statutory body properly requires it, for the purposes of making an application to the Fair Employment Tribunal.

1. **Community Background**

Irrespective of whether you practice any religion, persons in Northern Ireland are perceived to belong to specific communities and WAVE is required by law to monitor the community background of applicants. You are therefore asked to provide this information 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 neither from the Protestant nor the Roman Catholic community |  |

1. **Gender (*Please tick appropriate box)***

|  |  |  |  |
| --- | --- | --- | --- |
| Male |  | Female |  |

1. **Marital Status/Family Status *(Please tick appropriate box(es)***

|  |  |  |  |
| --- | --- | --- | --- |
| Married |  | No caring responsibilities |  |
| Single |  | Care for children |  |
| Other |  | Care for other relative |  |
|  |  | Other |  |

1. **Disability**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you consider yourself to have a disability? | Yes |  | No |  |

If yes, what is the nature of your disability?

If appointed, what workplace adjustments/alternative arrangements would you require to enable you to carry out the duties of the post e.g. mobility, access, working practices?

1. **Ethnic Origin**

Please indicate by ticking the appropriate box(es) below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| African |  | Bangladeshi |  | Chinese |  |
| Caribbean |  | Indian |  | Irish Traveller |  |
| Pakistani |  | White |  | Mixed Ethnic Origin |  |
| Any other ethnic group *(please specify)* | | | | | |

1. **Age**

|  |  |
| --- | --- |
| Date of Birth (date/month/yr) |  |

1. **Advertising**

Please indicate by ticking the appropriate box(es) below how you became aware of this vacancy

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NI Jobs |  | Community NI |  | Irish News |  |
| School/University |  | Facebook |  | Word of Mouth |  |
| Twitter |  | Local newspaper  (please specify below) |  | WAVE Website |  |
| Internal Trawl |  | Job Centre |  | Other  below) |  |

**Thank you for providing this information.**