**REF: PAOM-6-17**

**Job Application Pack**

**PA and Office Manager**

Dear Applicant,

Please find enclosed an application pack for the above post, which should contain the following items:

* **Job description and person specification**
* **Terms and Conditions of Employment**
* **Total Reward & Recognition Statement**
* **Application form**
* **Monitoring form**

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

1. Your application pack contains information about NICHS, the job vacancy and the person required. You should read these carefully.
2. You must complete the application form fully and accurately. If there is insufficient space for your answer, continue on a separate sheet. If typing your application form, the boxes will expand as you type.
3. It is your responsibility to ensure that sufficient information is given on the application form to enable the shortlisting panel to assess your suitability for this post.
4. PLEASE SHOW CLEARLY IN SECTION 5 OF YOUR APPLICATION HOW YOU MEET THE ESSENTIAL AND DESIRABLE CRITERIA OUTLINED IN THE PERSON SPECIFICATION ENCLOSED.
5. **Mission, Vision and Values of NICHS**

Employees of NICHS must support its Mission, which is to prevent chest, heart and stroke illnesses in Northern Ireland and care for those affected by them. All staff must be committed to the Vision of the charity, which is a Northern Ireland free from chest, heart and stroke illnesses.

NICHS expects all staff to ‘live’ by 4 values, which underpin every aspect of our culture and activities:

|  |  |
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| * *Caring* * *Excellence* * *Integrity* * *Inclusion* | We put the needs and rights of all the people of Northern Ireland at the heart of everything we do and show respect and concern for others.  We ensure that our work is consistently carried out to the highest standards and continually improved.  We will operate to the highest standards of professionalism, honesty, transparency and accountability.  We will treat others fairly, promote equality and work to narrow health inequalities. |

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1. **Applications, CV’s and attached sheets:**

* Applications will only be accepted on the official application form (enclosed)
* Attached CV’s will not be considered, either in lieu of the application form or in conjunction with it.
* Attached sheets will only be considered where they are continuation sheets of a section of the application form where insufficient room was available to include all the necessary details.

1. It is the responsibility of the applicant to ensure an email or signed hard copy of the complete forms, together with the completed Equal Opportunities Monitoring Questionnaire, (please put in a separate envelope marked Monitoring Officer) is returned by:

**Friday 14 July 2017 at 9.00 am**

1. Application forms received after this time and date will not be accepted.
2. Under section 8 of the Asylum and Immigration Act 1996, all successful applicants must provide Documentary evidence of their identity for verification and photocopying.
3. **It is envisaged that interviews will take place during the week commencing 17 July 2017**

Completed applications should be returned no later than 9 am on Friday 14 July 2017 to:

HR Manager

NI Chest Heart and Stroke

21 Dublin Road

Belfast

BT2 7HB

Or [recruitment@nichs.org.uk](mailto:recruitment@nichs.org.uk).

**Job Title: PA and Office Manager**

**Responsible to: Chief Executive**

**Hours per week: 35**

**Location: NICHS HQ, 21 Dublin Road, Belfast**

**Salary: £23, 398 per annum (PT 26)**

**Contract: Full Time Permanent**

**Job Purpose:**

1. To provide administrative support to the Chief Executive Officer (CEO) & Senior Management Team (SMT)
2. To manage the smooth functioning of the Belfast Office to include building/facilities management
3. To manage the Office Management & Administration Support Team (Office Team) which includes Receptionist, Van Driver & part time Receptionist/Administrative Support.
4. Co-ordinate organisational wide learning and development/training for all staff in conjunction with the HR Manager.

**KEY RESPONSIBILITIES:**

1. To provide a full range of administrative support to the CEO and the SMT.
2. To be responsible for the Office facilities management, reception function and Office Management & Administrative Support Team
3. To co-ordinate organisational wide learning and development activity/training, as requested by the Chief Executive, SMT or HR Manager.

**KEY DUTIES**

1. **PA to Chief Executive/Administrative Support to SMT**
   1. To provide comprehensive administrative support to the Chief Executive and Senior Management Team;
   2. Type letters, reports, presentations and manage filing both paper and electronic;
   3. Take minutes at SMT meetings and other meetings as required (e.g. Governance Board, AGM);
   4. Arrange meetings, transport and accommodation for the CEO, members of Governance Board and from time to time other members of the SMT.
   5. To ensure CEO Credit Card Statements are authorised by Honorary Treasurer and all CEO expenditure is authorised and coded correctly.
2. **Facilities Management & Management of Office Team** 
   1. To ensure the smooth running of the Belfast office, including reception, and have overall responsibility for the reception functions and the building/ facilities within the building.
   2. Line management of the Office Team to include appropriate delegation of duties and helping staff to manage workload, conducting one to one meetings and annual appraisals, supporting and developing staff through learning and development, managing performance;
   3. Ensure adequate staff levels to cover absence and at peak times;
   4. Maintain an up to date list of all staff contact numbers and e-mail addresses.
   5. Manage office space including reorganisations, setting up new workstations and ordering IT/Office equipment as necessary (in line with financial procedures manual);
   6. Ensure adequate supplies of stationery are available and are ordered and received in line with the financial procedures manual
   7. Ensure adequate storage space is available including removal/destruction of old files (both electronic and paper) that are taking up space unnecessarily.
   8. Maintain condition of building, arrange for regular inspections (in line with Facilities Management Contract currently with Harvey’s), undertake necessary repair work (in line with financial procedures manual) and ensure all appropriate records are kept.
   9. Ensure building meets all Health & Safety regulations and appropriate records are kept.
   10. Liaise with key suppliers responsible for postage, telephones (desk & mobile), stationery, alarms, buildings access, fire extinguishers etc and liaise with cleaning company regarding cleaning of the building . These responsibilities include the management and review of all associated contracts including appointment of new suppliers/service providers (in line with the financial procedures manual)
   11. Assist Deputy CEO in managing the IT Infrastructure and Connectivity including WIFI/Broadband. To act as the primary point of contact for all IT/ Phone connectivity queries and primary contact with Xperience/EE for reporting all IT/Mobile issues and ordering all new IT/Mobile phone equipment for staff (in line with financial procedures manual). Maintain a record of all IT Laptops/Tablets/Mobile phones held by staff
3. **Co-ordination of organisational wide learning and development** 
   1. Liaise with CEO, SMT and HR Manager to identify organisational wide, mandatory learning and development requirements
   2. Draw up an annual training schedule, in conjunction with SMT and Line Managers;
   3. Source appropriate training providers, get quotes, discuss training programmes and content, and tailoring of programme as required;
   4. Agree training programmes with SMT or HR Manager;
   5. Book appropriate venues, organise catering if required; invite attendees, manage attendance list in advance and on the day;
   6. Set up and maintain a record of staff training, including: dates of training, name of course, list of attendees and renewal dates. Update HR Manager on a regular basis;
   7. Receive and pass on training certificates as appropriate to HR Manager.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential or Desirable** | **How criteria will be assessed** |
| Educated to GCSE level with English and three other subjects, at Grade C or above | Essential | Application form/Qualification certificates |
| At least 2 years experience of working as a PA and/or Office Manager | Essential | Application form/Interview |
| Advanced knowledge of Microsoft Office applications including Excel, PowerPoint and Outlook | Essential | Application form/Interview |
| Excellent communication skills and telephone manner, with the ability to liaise with Senior Management Team | Essential | Application form/Interview |
| Excellent interpersonal skills, with the ability to build effective relationships with internal and external stakeholders with professionalism and courtesy | Essential | Application form/Interview/Referee feedback |
| Flexibility and adaptability to juggle a range of different tasks in order to meet deadlines | Essential | Application form/Interview/Assessment |
| Experience of working in the voluntary sector | Desirable | Application form/Interview |
| Proven experience of managing people | Desirable | Application form/Interview |
| Educated to A Level or equivalent | Desirable | Application form/Interview |
| Trained in customer care | Desirable | Application form/Interview |

NICHS reserves the right to apply enhanced shortlisting criteria should the volume of applications so warrant.

**Terms and conditions of employment**

* 2 satisfactory references are required, at least one of which must be from a current/most recent employer
* Evidence of relevant academic and professional qualifications
* Evidence of relevant vehicle documentation
* Successful applicants must evidence their right to work in the UK (under the Asylum and Immigration Act). This will be evidenced in the first instance by a passport or other forms of identification that will be outlined if no passport is available.

***This job description is not intended to be restrictive or definitive.***

***It is important to note that the responsibilities if the post may change to meet the requirements of the evolving services that the charity provides.***

**NICHS is an Equal Opportunities Employer**

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| **Please return this section only** |

**Application Form**

**Please complete in black ink**

**Post applied for: PA and Office Manager**

**Ref Number: PAOM-6-17**

**Closing Date: 14 July 2017**

*All forms must be received by* ***9am*** *on the closing date.*

*CV’s will not be accepted.*

**For Office Use Only**

**Applicant Ref: PAOM-6-17/**

**Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Application Shortlisted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of interview:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION 1: PERSONAL DETAILS**

SURNAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FIRST NAME(S) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE (Mr/Mrs etc) \_\_\_\_\_\_\_ KNOWN AS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NATIONAL INS. NUMBER / / / /

HOME ADDRESS (including post code) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

\_\_\_\_\_\_

TEL NO [HOME] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TEL NO [WORK] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MOBILE EMAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If the Person Specification states that access to a car is an essential criteria for the post please answer the following questions: -

Do you have access to a car YES\_\_\_ NO\_\_\_

Do you hold a current driving licence YES\_\_\_ NO \_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REFEREES**

Please name two work referees [not relatives] one of which should be a present or most recent employer.

**A reference will only be sought from your current employer with your consent.**

1.

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TEL NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TEL NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate planned holiday arrangements or other dates when you are unavailable

From: \_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_

***NICHS is under no obligation to take account of holiday arrangements but will endeavour to do so.***

**SECTION 2: EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LEVEL**  University, College, Secondary Education. (Starting with the most recent) | **DATES OF ATTENDANCE** | **EXAMINATIONS / SUBJECTS TAKEN** | **RESULTS / GRADES** | **DATE ATTAINED** |
|  |  |  |  |  |

**MEMBERSHIP OF PROFESSIONAL BODIES WHERE RELEVANT:**

**SECTION 3: EMPLOYMENT HISTORY –** *PRESENT OR MOST RECENT POST*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer**  **Name & Address** | **Post Held** | **Dates**  **From/To** | **Reason for**  **Leaving** | **Current Salary** |
|  |  |  |  |  |

**Brief description of main duties and responsibilities:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 3: EMPLOYMENT HISTORY (CONTINUED)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer**  **Name & Address** | **Post Held & Main Duties / Responsibilities** | **Dates**  **From/To** | **Reason for**  **Leaving** | **Salary on**  **Leaving** |
|  |  |  |  |  |

Please continue on a separate sheet if required

**PLEASE GIVE DETAILS OF ANY RELEVANT VOLUNTARY WORK**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Section 4: MEDICAL HISTORY** – Please give details of any periods of sickness over the last 2 years

|  |  |  |  |
| --- | --- | --- | --- |
| **Reason for Absence** | **From** | **To** | **No. of days** |
|  |  |  |  |

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| **SECTION 5: SELECTION CRITERIA**  **IMPORTANT INSTRUCTIONS FOR APPLICANTS – PLEASE READ BEFORE COMPLETING**  **Please outline how you meet the essential criteria and any desirable criteria by providing clear and specific examples relevant to the criteria listed. Where possible please also give dates experience was achieved.**  The selection panel will reach a decision on whether or not you meet each of the essential criteria on the basis of the evidence you supply**.** The onus is on you to provide sufficiently detailed examples in a succinct form to demonstrate that you have the experience of putting into use the competences that are needed for the post.  **There is a strict word limit of 300 words per criterion**  **Please keep to the limit of 300 words per criterion. Any information over and above this will be removed during the admin check and will not be passed on to the short-listing panel.**  It is recommended that you use the following model to describe your accomplishments: -    **Challenge:** Describe a specific example that relates to the criteria    **Context:** Explain the context or background to the example. Who else was involved? What were the particular circumstances etc?    **Action:** Outline the specific **actions you took** to meet the challenge    **Result:** Describe the result or outcome of **your actions**. Consider if, with hindsight, your actions were correct; what, if, anything would you do differently now; and what have you learnt from this experience.  Typed or word processed applications are preferable. If completing in manuscript, please ensure your copy is in legible block capitals  *(Please continue on separate sheets if required.)* |
| **Essential Criteria** |
| Educated to GCSE level with English and three other subjects, at Grade C or above |
| At least 2 years experience of working as a PA and/or Office Manager |
| Advanced knowledge of Microsoft Office applications including Excel, PowerPoint and Outlook |
| Excellent communication skills and telephone manner, with the ability to liaise with Senior Management Team |
| Excellent interpersonal skills, with the ability to build effective relationships with internal and external stakeholders, with professionalism and courtesy |
| Flexibility and adaptability to juggle a range of different tasks in order to meet deadlines |
| **Desirable Criteria** |
| Experience of working in voluntary sector |
| Proven experience of managing people |
| Educated to A Level or equiv |
| Trained in customer care |

**SECTION 6: DISABILITY**

The Disability Discrimination Act 1995 defines a disability 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. Candidates with a disability will be given equal consideration. However to facilitate the interview process it is necessary for applicants to complete the questions below.

Do you consider yourself to have a disability which is relevant to the post you have applied for

**YES \_\_\_ NO \_\_\_**

Please indicate any particular arrangements you would require to attend interview

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Please note candidates with a disability will have the opportunity to discuss their employment needs to enable NICHS to identify if reasonable adjustment can or should be made.

**SECTION 7: CRIMINAL CONVICTIONS**

Has the applicant ever been convicted of a criminal offence (unspent only)?

**YES\_\_\_\_ NO\_\_\_\_\_**

If yes, please provide details of all offences, penalties and dates.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please note that having a criminal record will not necessarily be a bar to obtaining a position.**

Is there any reason why the applicant cannot work with children/vulnerable adults? **YES\_\_\_\_\_ NO \_\_\_\_\_\_**

Is there any reason why the applicant cannot work in regulated activity?

**YES\_\_\_\_\_ NO\_\_\_\_\_\_**

N.B. Please refer to NI Executive document entitled ‘Changes to Disclosure and Barring: what you need to know’ for information on what is meant by regulated activity.

**A copy of our policy on the recruitment of ex offenders is available on request.**

**DECLARATION**

To the best of my knowledge and belief the content of my application is accurate. If NICHS becomes aware that I have provided misleading or false information, I understand this may lead to the termination of my employment.

**SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NICHS is an Equal Opportunities Employer**

Please note that NICHS operates a strict no smoking policy

**SECTION 8: EQUAL OPPORTUNITIES MONITORING**

(Return with your application form in a separate envelope)

**Monitoring Form**

**For Office Use Only**

**Applicant Ref: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

NICHS is an Equal Opportunities Employer and our policy is to ensure that no job applicant receives less favourable treatment on the grounds of Race, Religious Belief, Political Opinion, Gender, Marital / Family Status or Sexual Orientation.

**Under the Fair Employment (NI) Act 1989, NICHS is required to seek the information below which will be treated in the strictest confidence and used for Monitoring purposes only**. **This sheet will be detached from the application form and will be made available to the Monitoring Officer only**. Failure to complete and return this form will result in disqualification.

**Please circle the appropriate answer to the following questions**

**1. Gender: Male Female**

**2. Marital Status: Married Single Civil Partners**

**3. Community Background:**

Regardless of whether they actually practice a particular religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

Please indicate the community to which you belong:

I am a member of the Protestant community: \_\_\_\_

I am a member of the Roman Catholic community: \_\_\_\_\_

I am not a member of either the Protestant or the Roman Catholic communities: \_\_\_\_

*If you do not answer the above question, we are encouraged to use the residuary method to make a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.*

**4. Age**

Please state your date of birth: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5. Racial Group**

My Nationality is: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**6. Disability:** The Disability Discrimination Act 1995 defines a disability as ‘a physical or mental impairment which has substantial and long term effect on a person’s ability to carry out normal day to day activities’.

**Do you consider that you are a disabled person?**

**Yes: \_\_\_\_ No: \_\_\_\_\_**

**If you answered yes, please indicate the nature of your impairment by ticking the appropriate box or boxes:**

**Hearing impairment \_\_\_ Sensory impairment \_\_\_**

**Mobility impairment \_\_\_ Cognitive impairment \_\_\_**

**Learning disability or difficulties \_\_\_**

**Long-standing or progressive illness or health condition \_\_\_**

**Mental health condition \_\_\_**