**Application Form**



**PRIVATE AND CONFIDENTIAL**

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| **POSITION APPLIED FOR:** | Head of Corporate Services | **REFERENCE NUMBER:** | HoCS/06/24 |
| **LOCATION:** | **Middletown, Co. Armagh** | | |

**Candidate Guidance**

**Extended Closing Date:** The closing date for applications for this vacancy is **to be received by 12:00 noon on Monday 22nd July 2024.** Completed applications must be sent to [**applications@allenpeoplesolutions.co.uk**](mailto:applications@allenpeoplesolutions.co.uk)**.** All applications must be received on or before this date and time. Late applications will not be considered.

ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL. A Curriculum vitae, or any additional pages will not be accepted. Any alterations to this form will invalidate your application.

Please ensure that you have fully read the Candidate Information Booklet before completing this Application Form. Applicants must ensure they provide sufficient information on the Application Form to enable the selection panel to assess their eligibility for consideration. Failure to do so will result in the application being rejected. Applicants must clearly demonstrate how and to what extent they meet the essential and any desirable criteria. The onus for demonstrating this in the Application Form rests with the applicant. All information given will be treated with the strictest confidence.

Applicants must complete the application form in either typescript font size 12, or if handwritten, in legible block capitals using black ink.

**PERSONAL DETAILS**

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| APPLICANT DETAILS | | | |
| Surname: |  | Forename(s): |  |
| **Home Address:** |  | | |
| **Postcode:** |  | **Email:** |  |
| **Home Number:** |  | **Mobile Number:** |  |

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| ELIGIBILITY TO WORK IN THE UK |
| Do you have the right to work in the UK? Yes  No  As required under legislation, you will be required to provide documentary evidence to confirm your right to work in the UK as part of any conditional offer of employment. *E.g. Your Passport or other eligible Official Documentation confirming your right to work.* |

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| DISABILITY AND REASONABLE ADJUSTMENTS | |
| In accordance with the Disability Discrimination Act, a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had a substantial and long-term adverse effect on their ability to carry out normal day to day activities.” | |
| Do you have a disability that requires reasonable adjustments to be made if you are called for interview or assessment? | Yes  No |
| If yes, please provide any relevant information about any arrangements you may require so that reasonable arrangements can be made as part of the selection process | |
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**REFEREES**

Please give the details of two referees of persons who must not be related to you, one of which must be from your current or most recent post. You should obtain the prior consent of the referees. Referees will not be contacted prior to any conditional offer of appointment.

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| Referee Name: |  | Referee Name: |  |
| Position: |  | Position: |  |
| Company Name: |  | Company Name: |  |
| Email: |  | Email: |  |
| Nature of Relationship: |  | Nature of Relationship: |  |

**EMPLOYMENT HISTORY**

Please use the space below to list all present and past employment, in chronological order, i.e starting with your most recent employer first. All previous employment must be accounted for in your application.

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| **Name of Current / Most Recent Employer** | |  | | |
| **Employment Date** | **From** |  | **To** |  |
| **Address of Current Employer** | |  | **Postcode** |  |
| **Current / Most Recent Job Title** | |  | | |
| **Notice Period** | |  | | |
| **Salary and Benefits** | |  | | |
| **Key Duties and Responsibilities** | | | | |
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| **PREVIOUS EMPLOYMENT** | | | |
| **NAME AND ADDRESS**  **OF EMPLOYER** | **DATES**  **FROM AND TO** | **JOB TITLE AND**  **SUMMARY OF KEY DUTIES** | **SALARY AND REASON FOR LEAVING** |
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ATION RELATING TO THE RECRUITMENT PROCESS CONTINUED

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| CHILD PROTECTION  Please note this post involves “regulated activity” as defined under 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 young people?  YES  NO  If yes, please provide details below |
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| **SAFEGUARDING** | |
| Given the nature of the organisation to which you are applying, under the Rehabilitation of Offenders (Exemptions) Order (NI) 1979, no conviction can be regarded as spent. We therefore need to ask the following questions. | |
| Do you have any criminal convictions? | YES  NO  If yes, please provide details: |
| Do you have any criminal record including any criminal convictions, cautions, reprimands or final warnings by the Police? | YES  NO  If yes, please provide details: |
| Are you aware of any police enquiries undertaken following allegations made against you which may have a bearing on your suitability for this post? | YES  NO  If yes, please provide details: |
| Are you currently the subject of a referral or investigation by your professional body? | YES  NO  If yes, please provide details: |
| Have you ever been referred to the Independent Safeguarding Authority as a result of misconduct involving children and / or young adults? | YES  NO  If yes, please provide details: |

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| **GAPS IN EMPLOYMENT**  Please provide information below to explain any gaps in your employment history |
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**SELECTION CRITERIA**

**In this section applicants must present clear evidence to demonstrate how, and to what extent, they meet each of the Essential Criteria, including relevant dates (as appropriate) and relevant examples. Please ensure your response is within a 300 wordcount limit as any additional wordcount will not be considered. Any additional pages attached by applicants will not be provided to the selection panel.**

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| **ESSENTIAL CRITERIA** |

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| **Criterion 1 –** Have a relevant degree in Finance, Accounting or Business or equivalent third level qualification  YES  NO  Applications will also be considered from applicants with relevant formal qualifications considered by the selection panel to be of an equivalent or higher standard to those stated.  Please use the space below to provide any additional information you feel is relevant  **300 wordcount limit** |
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| **Criterion 2 –** Have a minimum of 3 years relevant post qualification experience and evidence of successful financial management gained at senior management\* level in one or more of the following areas:  a. Management accounting and cost analysis  b. Planning and budgeting  c. Financial Accounting  \* Senior management is defined as a manager who reports to the Chief Executive, Board or a Director.  Please use the space below to provide any additional information you feel is relevant  **300 wordcount limit** |
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| **Criterion 3 –** Proven experience of successfully managing an organisation/department with financial and HR responsibility  Please use the space below to provide any additional information you feel is relevant  **300 wordcount limit** |
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| **Criterion 4 –** Proven experience of strategy development and delivering aims and objectives of an organisation at senior management\* level  \*Senior Management is defined as a manager who reports to the Chief Executive, Board or a Director.  Please use the space below to provide any additional information you feel is relevant  **300 wordcount limit** |
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| **Criterion 5 –** At least 3 years senior management experience of successfully leading, managing and delivering complex programmes of work or projects against demanding deadlines in a large and complex organisation\*\*.  \*\*Large and complex is defined as an organisation with professional and technical disciplines, having a customer base with diverse requirements and a budget of at least £2m within the public, private or voluntary sector organisation.  Please use the space below to provide any additional information you feel is relevant  **300 wordcount limit** |
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| **Criterion 6 –** Knowledge of the role and responsibilities of company secretariate duties in a registered company.  Please use the space below to provide any additional information you feel is relevant  **300 wordcount limit** |
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| **Criterion 7 –** Access to a form of transport that will permit them to meet the requirements of the post.  Please use the space below to provide any additional information you feel is relevant  **300 wordcount limit** |
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| **DESIRABLE CRITERIA** |

**In this section applicants must present clear evidence to demonstrate how, and to what extent, they meet each of the Desirable Criteria, including relevant dates (as appropriate) and relevant examples. Please ensure your response is within a 300 wordcount limit as any additional wordcount will not be considered. Any additional pages attached by applicants will not be provided to selection panel.**

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| **Criterion 1 –** A relevant postgraduate qualification or equivalent  Please use the space below to provide any additional information you feel is relevant  **300 wordcount limit** |
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**OR**

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| **Criterion 2 –** Experience in the area of corporate management and strategic planning  Please use the space below to provide any additional information you feel is relevant  **300 wordcount limit** |
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**OR**

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| **Criterion 3 –** Experience in the management of procurement and contracting for the provision of goods and services  Please use the space below to provide any additional information you feel is relevant  **300 wordcount limit** |
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**OR**

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| **Criterion 4 –** Knowledge of special educational needs including autism and the issues associated with the health, safety, welfare and protection of children and young people  Please use the space below to provide any additional information you feel is relevant  **300 wordcount limit** |
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**VERIFICATION OF INFORMATION**

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| I certify that to the best of my knowledge all information provided in this application is truthful and accurate. I have not omitted any facts that could affect my employment. I understand that providing any false or misleading statements or if I have suppressed any material facts could place any subsequent employment in jeopardy / result in a job offer being withdrawn and / or if appointed, dismissal.  I understand that any employment to be taken up is subject to me providing documentary evidence of my right to work in the UK, as well as evidence of any qualifications as relevant to the post and satisfactory references or other checks as may be reasonably required.  I consent to personal data contained within this form being processed and retained for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file in line with GPDR. Please refer to our Recruitment Privacy Notice.  **Signature:**   **Date:** |

**Please remember to complete the EQUAL OPPORTUNITY MONITORING QUESTIONNAIRE on the next page.**

## EQUAL OPPORTUNITY MONITORING QUESTIONNAIRE

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| **Job Reference:** | HoCS/06/24 | | |
| **Job Title:** | Head of Corporate Services | | |
| **Location:** | Middletown Centre for Autims | **Closing Date:** | 12 noon on Monday 22nd July 2024 |

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| Middletown Centre for Autism is committed to the promotion of equality of opportunity and treatment and to preventing any unfair discrimination in its employment practices. We are opposed to all forms of unlawful or unfair discrimination and we do not discriminate against our job applicants or employees. We aim to select the best person for the job. Our policy is to provide equality of opportunity, and that no employee or job applicant receives less favourable treatment on any such grounds.  We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the Fair Employment & Treatment (NI) Order 1998.  Monitoring equality and diversity in the workforce enables Middletown Centre for Autism to examine how our employment policies and processes are working and to identify areas where these appear to be impacting disproportionately on certain groups of staff.  **You should note that this Monitoring Form is regarded as part of your application and failure to fully complete and return it will result in disqualification.**  The Monitoring Form will be processed separately and neither the form nor the details contained in it will be available to those considering your application.  Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence and this sheet will be detached from your application. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any potential future employment with us.  Regardless of whether we practice religion, most of us in Northern Ireland are perceived to be members of either the Roman Catholic or Protestant communities.  **We are therefore asking you to indicate your community background by ticking the appropriate box below:**   1. 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 or Roman Catholic community   1. **Please indicate your Sex by ticking the appropriate box below: Female**  **Male**      1. **Do you consider yourself to have a disability under the terms of the Disability Discrimination Act 1995, defined 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?**   Yes  No  Note: You are obliged to answer truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions. |
| This monitoring form should be returned along with the application form and sent to:  [**applications@allenpeoplesolutions.co.uk**](mailto:applications@allenpeoplesolutions.co.uk) |