

Guidance Notes on Completing this Application Form

Thank you for requesting an application pack for a job opportunity with the Public Policy Forum NI Limited (“Pivotal”). In order to ensure that your application is considered you must fully complete the application form in this pack. The enclosed monitoring form and health questionnaire must also be completed and returned, incomplete applications will not be considered.

Candidates will be selected for interviews only on the basis of the information supplied on this form. It is in your best interest to follow all instructions and complete all necessary sections in a clear and concise manner.

All applications must be completed in BLACK ink or typescript FONT SIZE 12 and ALL boxes and questions must be completed. Failure to do so may result in your application not being considered.

You have been supplied with a job description and personnel specification which sets out the essential and desirable criteria for this job. When completing the application form you are requested to refer to the job description and to study the criteria then CLEARLY indicate how your experience or qualifications are relevant to the post.

If you do not have the qualifications requested but do have an equivalent you must include details of these. The panel will not assume you have the qualifications or experience required.

Please do not include a CV. Completed applications will be accepted by email, or they can be posted or hand delivered to the correct address before the closing date issued.

Pivotal are committed to equality of opportunity, as detailed in our Equal Opportunities Policy (copy available upon request). We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race, colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependents, physical or mental disability, political opinion, or is disadvantaged by any condition which cannot be shown to be relevant to performance of the post. We undertake to treat all applicants for positions fairly and not to discriminate unfairly or unlawfully against the subject of a Disclosure on the basis of conviction or other information revealed as per our policy on the Recruitment of ex-Offenders (copy available upon request) and the Code of Practice, issued by the Department of Justice, in connection with the use of information provided to registered persons, their nominees and other recipients of information by Access NI under Part V of the Police Act 1997.

Important

The completed Equal Opportunities Monitoring Form and Health Questionnaire must be submitted in a sealed envelope and included within your completed application pack.

This post may be subject to an Access NI Disclosure in accordance with the Access NI Code of Practice which is available upon request. The Access NI Code of Practice and further information can also be found via the following link:-

<http://www.nidirect.gov.uk/index/information-and-services/crime-justice-and-the-law/accessni-criminal-record-checks/accessni-employers/accessni-registered-bodies.htm>



Application for Employment

The Public Policy Forum NI Limited (“Pivotal”) believes in Equal Opportunities for all.

Every appointment is made on merit.

All information provided will be treated in confidence.

### PERSONAL DETAILS

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| --- | --- | --- | --- |
| Title |  | Surname |  |
| First Name |  | House Number: |  |
| Street Address: |  |
| Town: |  | Postcode: |  |
| E- mail: |  |
| Contact Number: |  |
| National Insurance Number: |  |

EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Type of school (e.g. Grammar, Secondary, Comprehensive- DO NOT LIST THE NAME OF THE SCHOOL) College / University. | Examinations taken and results / Results achieved / degree awarded |
|  |  |  |  |

Continue on a separate sheet if necessary. Please ensure to include Month and Year and ensure to justify how your qualifications are relevant to the post within this section of the application form.

### TRAINING AND PERSONAL DEVELOPMENT- Please highlight any training you have received which you feel would be relevant to this role. 400 words Maximum

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Do not add additional sheets.

DETAILED EMPLOYMENT HISTORY - Please start with your present or most recent employer and work backwards in time. List all jobs with each employer. Continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Job Title | Salary: |
| Name and address of employerType of Business |
| Main duties, responsibilities and main achievements |
| Reason for leaving |

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Job Title | Salary: |
| Name and address of employerType of Business |
| Main duties, responsibilities and main achievements |
| Reason for leaving |

Continue on a separate sheet if necessary

**Question 1. Educational and Professional Qualifications-** Please demonstrate how you meet the educational and professional qualifications required for this post. **200 words Maximum**

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Do not add additional sheets.

**Question 2.** **Previous Experience/ Training-** Please demonstrate a minimum of two years’ experience in completing research to a high standard. **400 words Maximum**

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Do not add additional sheets.

**Question 3. Previous Experience/ Training-** Please demonstrate your experience of processing data to a high standard for internal or external stakeholders to improve outcomes. **400 words Maximum**

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Do not add additional sheets.

**Question 4 Research Activities-** Please demonstrate evidence of your ability to prepare research findings for a range of stakeholders through written and/or oral presentations. **400 words Maximum**

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Do not add additional sheets.

**Question 5. Research Activities-** Please demonstrate yourexperience of engaging with influential stakeholders including public servants and others in the public policy making community to contribute to change. **400 words Maximum**

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Do not add additional sheets.

**Question 6. Job Related Activities/Knowledge-** Please demonstrate your awareness of the various datasets relevant to public policy research and analysis in Northern Ireland. **400 words Maximum**

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Do not add additional sheets.

**GENERAL:-**

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| **Have you, within the past three years, had an illness or accident that has caused you to be off work for four weeks or more? Yes/No****If YES please indicate nature of illness or accident and the length of time that you were off. If there have been multiple periods of sickness please detail each one as above.** |
| **Do you have any convictions? *Please note that this post may subject to an Access NI check in accordance with the Access NI Code of Practice, available upon request*****NOTE****Having a criminal record will not necessarily debar you from working with Pivotal. This will depend on the nature of the position together with the circumstances and background of your offences or other information contained in a disclosure certificate or provided directly to us by the police.****If yes, please give details of the convictions you have including dates. *Do not include convictions which are “spent” under the Rehabilitation of Offenders (NI) Order.*** | **Yes** |  | **No** |  |
| **Please indicate if you have any disability?** | **Yes** |  | **No** |  |
| **Special Requirements:****If you have any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities – Pivotal will examine the possibility of making any reasonable adjustments to the interview procedure in line with the Disability Discrimination Act 1995. Please list below any special requirements or reasonable adjustments that you may need:** |

**REFERENCES -please provide the name of two previous employers whom we can contact for a reference. At least one must be from your current / most recent employer. Your referees will not be contacted without your consent.**

**PLEASE DO NOT PROVIDE ANY CURRENT MEMBER OF STAFF OF PIVOTAL AS A REFEREE.**

|  |  |
| --- | --- |
| **Name:** | **Name:** |
| **Title and Address:** | **Title and Address:** |
| **Relationship:** | **Relationship:** |
| **Contact telephone number:** | **Contact telephone number:** |
| **Email:** | **Email:** |

**This completed application form along with the enclosed monitoring form and health questionnaire should be returned by *12 noon on Wednesday 27th January 2020* to:** **info@pivotalppf.org****, Please title your email “FAO Senior Administrator- REO Post”**

***Incomplete applications or applications received after the closing time / date will not be accepted.***

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***I certify that all the information contained in this application is true and accurate.***

***Electronic signatures and typed signatures are accepted.***

PIVOTAL

EQUAL OPPORTUNITY MONITORING FORM REF NO: 202101 \_\_

STRICTLY CONFIDENTIAL

The Pivotal is committed to equality of opportunity for all job applications regardless of sex, marital status, religions, disability or race.

Pivotal selects those suitable for employment and advancement solely on the basis of merit.

In order to fulfil its legal obligation under the Fair Employment (NI) Act 1989 to ensure that its Equal Opportunities Policy is effectively implemented the Trust are monitoring applicants.

Monitoring involves a comparison of the recruitment and career progression of applicants with regard to sex, marital status, perceived religion, disability and race.

THIS SECTION MUST BE FULLY COMPLETED

Please ensure that you provide the following information by ticking box where appropriate:-

1. *Sex*  Male Female

2. *Marital Status* Single Married Other

3. *Are You Registered Disabled?* Yes No

4. *Date of Birth:*

Regardless of whether we practice our religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background 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 a member of neither the Protestant nor Roman Catholic Community*

Access to this information will be strictly controlled and will not be available to those considering your employment. If you do not complete this questionnaire, we are encouraged to use the ‘residuary’ method, which means that we can make a determination on the basis of personal information on file.

Monitoring will involve the use of statistical summaries of information in which the identities of individuals will not appear. The information will not be available for any purpose other than Equal Opportunities Monitoring. Once the information has been extracted for monitoring purposes, this part of the application will be destroyed.

*Note*

It is a criminal offence under the legislation for a person to “give false information” in connection with the preparation of the monitoring return.

Health Declaration (to be returned separately with Equal Opportunities Form)

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| --- | --- |
| Full Name: |  |
| Date: |  |
| Job Role:  |  |

Following the introduction of the Disability Discrimination Act 1995, employers must ensure that employment practices are not discriminatory and that reasonable adjustments are made to the workplace to overcome the effects of disability.

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| --- |
| 1. Do you suffer from any medical condition or disability which: (a) May prevent your regular attendance at work, or your ability to give effective service over a period of up to one year? Yes No  If yes, please give details: (b) May have a health and safety implication for carrying out the job for which you are being considered, e.g. fits, fainting attacks, blackouts or epilepsy? Yes No  If yes, please give details:2. Have you been retired on medical grounds from employment? Yes No  If yes, please give details:3. Do you suffer from any medical condition or disability which you would like the employer to take into account when considering your application? Yes No  If yes, please give details: |