

For office use only

**Ref: T/1/08**

## **NORTHERN IRELAND CIVIL SERVICE**

### **TEMPORARY ADMINISTRATIVE ASSISTANT**

Application forms must be completed in  
legible block handwriting using black ink

**Closing date for applications:**

**12 Noon (UK Time) on Friday 27 March 2009**

**PART 1: PERSONAL DETAILS**

Surname

Title

Forename(s)

Former surname(s)  
(if applicable)

Permanent Address

Postcode

Address for  
Correspondence  
(if different)

Postcode

Please provide a number at which you can be contacted during working hours

Telephone

Mobile No

Email Address

National Insurance Number:

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Town of birth

Country of birth

If your country of birth is not in one of the categories listed in the 'Nationality' paragraph of the 'Candidate Information Booklet', please state how you meet the nationality requirements for this post.

## PART 2: EMPLOYMENT HISTORY & ELIGIBILITY/SHORTLISTING CRITERIA

**Only** the information provided by you in Part 2 will be provided to the selection panel who will determine your suitability to progress to the next stage. Detail all your **relevant** employment/self-employment (and unemployment). If you were employed by the Northern Ireland Civil Service (NICS) during this period, give details of the employing Department and whether temporary, fixed-term or permanent.

### Employment History

Start with present/most recent employer.

DATES Day/month/year	NAME & ADDRESS OF EMPLOYER	JOB TITLE
From		
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To		
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**LOCATION**

**Please indicate your preferred location:**

**Please indicate below the area(s) in which you would prefer to work by ticking the appropriate box. You must be prepared to work in Belfast as it may not be possible to offer a position in your preferred location.**

1. Greater Belfast Area

2. Northern Area

3. Belfast North and East Antrim Area

4. Southern Area

5. Belfast West and Lisburn Area

6. Western Area

7. East Down Area

Please refer to the Candidate Information Booklet, under the 'About the Post' Section, 'Location' paragraph, for more specific information regarding the locations covered by each of the areas mentioned above.

## PART 3: FURTHER INFORMATION

### Test requirements

As an Equal Opportunity Employer we wish to ensure that all applicants have the opportunity to perform to the best of their ability in a test situation.

Please let us know if you require any reasonable adjustments, or arrangements to enable you to attend for test.

### Other Information

If appointed, how much notice would you require before taking up appointment?

How did you learn of the post?

### **BASIC VETTING**

HRConnect is required to carry out a criminal record check before an offer of appointment can be considered. The criminal record information will be destroyed as soon as a decision has been made in relation to your application.

If you have resided at the address stated at Part 1 – Personal Details for less than 5 years, please give details of all previous addresses including dates, for the past 5 years.

From	To	Address
/ /	/ /	

From	To	Address
/ /	/ /	

From	To	Address
/ /	/ /	

If more than 3 addresses, please include further details on a separate sheet. Any other additional information will not be accepted.

**NICS EMPLOYMENT HISTORY**

If you have ever been employed in the Northern Ireland Civil Service/Northern Ireland Office in any capacity, or on secondment or through an employment agency, you must provide the following information:

Applicants employed in NICS/NIO should familiarise themselves with CSC 7/04 (ICSC 6/04) regarding Sickness Absence.

Are you currently employed by the NICS? Yes  No

If 'Yes', please provide your Employee ID:

Name of last/current employing Department:

Secondment from or Employment Agency (if applicable):

Dates of employment

From:

/ /

To:

/ /

Have you ever received a written warning? Yes  Please give date / / No

Have you ever received a final written warning? Yes  Please give date / / No

Have you ever been dismissed from a NICS post? Yes  Please give date / / No

**PART 4: DECLARATION**

- A) I have read and understood the information provided in the Candidate Information Booklet.
- B) I undertake to inform HRConnect in writing of any change in my circumstances which may occur between the date of my application and any possible date of appointment.
- C) The responses detailed in this application form are true and accurate to the best of my knowledge and belief. I understand that if I am found to have suppressed any material fact or to have given false answers I will be liable to disqualification or, if appointed, to dismissal.
- D) I confirm I am aged 16 or over and under the normal retirement age of 65.
- E) I give my consent for a criminal record check to be carried out.

Signed:

Date:

/ /

Please send this completed application form to:

**External Recruitment  
HRConnect  
PO Box 1089  
2nd floor  
Metro Building  
6-9 Donegall Square South  
Belfast  
BT1 9EW**

**Your application must be received no later than: 12 noon (UK time) on Friday 27 March 2009**

PLEASE COMPLETE THE EQUAL OPPORTUNITIES MONITORING FORM ON THE FOLLOWING TWO PAGES. FAILURE TO COMPLETE AND RETURN IT WILL RESULT IN DISQUALIFICATION

**THIS PAGE IS INTENTIONALLY BLANK**

IN CONFIDENCE

**PART 5: EQUAL OPPORTUNITIES MONITORING**

(Return with your application form)

**PLEASE NOTE THIS FORM IS REGARDED AS PART OF YOUR APPLICATION AND FAILURE TO COMPLETE AND RETURN IT WILL RESULT IN DISQUALIFICATION**

*Please ensure that you read the notes for guidance in the Candidate Information Pack before you complete this part of your application form.*

**POST:**  **Ref.**

It is the policy of the Northern Ireland Civil Service (NICS)/Northern Ireland Office (NIO) to ensure that all eligible persons have equal opportunity for employment and advancement in the NICS/NIO on the basis of their ability, qualifications and aptitude. The Northern Ireland Civil Service/Northern Ireland Office selects those suitable for appointment solely on the basis of merit without regard to an individual's disability, race, religion or sex. Monitoring is carried out to ensure that the equal opportunity policy of the NICS is effectively implemented.

Please tick as appropriate: **MALE**  **FEMALE**

**National Insurance Number:**

**Date of Birth:**

**COMMUNITY BACKGROUND**

The Fair Employment and Treatment (Northern Ireland) Order 1998 outlaws discrimination on the basis of religious belief or political opinion. The information below is required in connection with the requirements of the above Order. The use and confidentiality of Community Background information is protected by the Fair Employment and Treatment (Northern Ireland) Order 1998. It will be used only for monitoring the effectiveness of NICS equal opportunity policy and to comply with obligations relating to monitoring, investigations or proceeding under the requirements of the Fair Employment and Treatment (Northern Ireland) Order 1998.

Please indicate your community background by ticking the appropriate box below:

I have a Protestant community background	<input type="checkbox"/>
I have a Roman Catholic community background	<input type="checkbox"/>
I have neither a Protestant nor a Roman Catholic community background	<input type="checkbox"/>

**PLEASE ALSO COMPLETE THE PAGE OVERLEAF**

**RACE** - The Race Relations (Northern Ireland) Order 1997 makes it unlawful to discriminate in employment on grounds of colour, race, nationality or ethnic or national origins. The Northern Ireland Civil Service monitors its workforce in line with recommended good practice.

**RACIAL MONITORING PART A** (You must indicate by ticking one of the boxes below)

Are you :	White	<input type="checkbox"/>	Of Black African origin	<input type="checkbox"/>
	Of Black Caribbean origin	<input type="checkbox"/>	Of Bangladeshi origin	<input type="checkbox"/>
	Of Chinese origin	<input type="checkbox"/>	Of Indian origin	<input type="checkbox"/>
	Of Pakistani origin	<input type="checkbox"/>	Of other origin (please specify)	<input type="checkbox"/>
			_____	

**RACIAL MONITORING PART B** (You must answer both of the following questions)

Are you a member of a mixed ethnic group?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a member of the Irish Traveller Community?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**DISABILITY** - The Disability Discrimination Act 1995 makes it unlawful for an employer to treat a disabled person less favourably than someone else because of their disability, unless there is a good reason. Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities. Please note that it is the effect of the impairment, without treatment, which determines if an individual meets this definition of disability. Do you consider that you meet this definition of disability?

Do you consider yourself to have a disability?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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