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**Recruitment Opportunity**

**Northern Ireland Commissioner**

**for Children and Young People**

**AUDIT AND RISK ASSURANCE COMMITTEE**

**(CHAIRPERSON)**

**Ref: FEB16/ARAC1/\_\_\_**

Applicants must complete the application form in the typescript

font used in the form, or legible block capitals using black ink

**Closing date 4.00pm Monday 21 March 2016**

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| **Notes – Please read before completing the application form** |

* Failure to complete any part of the application form may render you ineligible for this competition.
* You should use this form to provide details of relevant and appropriate experience given the essential and desirable criteria outlined in the job description.
* Applicants are encouraged to submit applications to the following email address: [**pamela@niccy.org**](mailto:pamela@niccy.org) Hard copy applications are also welcomed and all applications will be treated equally regardless of whether they are hard copy or via email.
* **If you require this document in an alternative format, please contact Human Resources**

# **PLEASE READ CAREFULLY BEFORE COMPLETING THE FORM**

QUALIFICATIONS:

* If you believe your qualification is equivalent or higher than the one required, you must provide the panel with the necessary evidence to show this is the case. If the panel are unable to make an informed decision from the information provided, they may decide that the application form does not meet this particular criterion.

**RELEVANT EXPERIENCE**

* The selection panel will only interview those applicants who appear, from the information available, to meet the relevant experience and ability.
* It is therefore essential that applicants describe fully in the application form the extent to which they satisfy the specified criteria (givinglength of experience, examples and **dates** as required).
* Panels will be interested in whom you reported to, what **you** did and how successful **you** were.
* It is **not** sufficient to simply list your duties and responsibilities. The selection panel will not make assumptions from the title of the applicants’ posts as to the skills and experience gained.

###### **APPLICATION FORMS**

* Applicants are reminded that the application form must be **fully** completed as incomplete application forms will not be considered.
* CVs, letters or any other supplementary material will not be accepted (unless otherwise stated) in place of, or in addition to, completed application forms.
* Only the information presented in the application form (and supplementary information if required) will be considered by the selection panel.
* Your application will be examined by a selection panel whose job it is to assess the content of your application against pre-determined criteria, based on the requirements of the position.
* It is in your own interest that you provide a detailed and accurate account of your qualifications/experience, including relevant dates.
* Any inaccuracy in completing your form may result in rejection

###### **WHEN COMPLETING YOUR APPLICATION FORM**

* Do not use acronyms, complex technical detail etc.
* Write down clearly your personal involvement in any experience you quote. It is how you actually carried out the piece of work that the selection panel will be interested in.
* Identify relevant examples. This is very important, as you may need to be prepared to talk about these examples in detail if you are invited to interview. It is **your** unique role the panel is interested in, not that of your team.
* Please note that applications considered illegible because of poor handwriting will be rendered invalid.

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| **1. Personal Details** |

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| --- | --- | --- | --- |
| Surname: | Forenames: | | Title: |
| Address for Correspondence:    Postcode: | | Telephone Numbers: (Please provide a number you can be contacted on in relation to your application)  Home:  Mobile:  Office:  Email: | |
| National Insurance Number: | | | |

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| **2. Education and Qualifications** |

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Type of School  (e.g. Grammar, Secondary etc) | Qualifications: subjects, grades/classifications |
|  |  |  |  |

**Other professional qualifications**

|  |  |  |
| --- | --- | --- |
| Date | Course | Qualifications |
|  |  |  |
| Membership of professional institutions/associations: (please provide membership number) | | |

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| **3. Employment History** |

Detail all your employment /self-employment (and unemployment) for the **last 5 years** starting with the present/most recent. Show the dates of employment, name of employer (or name of company if self-employed). State also job title(s) and key responsibilities.

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| --- | --- | --- | --- | --- |
| **Dates**  **(Start with present most recent employer**) | | | **Name & Address of**  **Employer** | **Job title, Main duties and responsibilities** |
|  | Month | Year |  |  |
| **From:** | | |  |  |
|  |  |  |  |  |
| **To:** | | |  |  |
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|  | | |  |  |
|  | | | Tel: |  |
|  | Month | Year |  |  |
| **From:** | | |  |  |
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| --- | --- | --- | --- | --- |
| **Dates**  **(Start with present most recent employer**) | | | **Name & Address of**  **Employer** | **Job title, Main duties and responsibilities** |
|  | Month | Year |  |  |
| **From:** | | |
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| **To:** | | |
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| Tel: |
|  | Month | Year |  |  |
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| **4. Referees** |

Please give the names and addresses of two referees, one of whom should be your current employer. Referees will not be contacted until a provisional offer is made.

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| --- | --- |
| Name: | |
| Address: | |
|  | Postcode: |
| Tel no: | E-mail address: |

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| --- | --- |
| Name: | |
| Address: | |
|  | Postcode: |
| Tel no: | E-mail address: |

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| **5. Interview Arrangements** |

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| Please provide details of any special arrangements in relation to either communications or access, which you may require at the interview centre? |

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| **6. Sickness Record** | | |
| Please provide details of your sickness record for the past 2 years. If you are successful in your application, you may be asked to complete a health questionnaire before an offer of employment will be made. | | |
| Reason for absence | Number of days | Date absence commenced |
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*Applicants should be aware that by answering ‘Yes’ to either of the following questions, will not necessarily prevent them from gaining employment with NICCY.*

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| **7. Criminal Convictions** |
| Do you have any criminal convictions, which are not regarded as spent  under the Rehabilitation of Offenders (NI) Order 1978? YES  No  If ‘Yes’, please provide specific details below; |

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| **8. Disciplinary Record** |
| Have you ever been dismissed from a job or had disciplinary action  taken against you or is such action currently pending against you?9. YES  NO  If ‘Yes’, please provide specific details below; |

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| **9. Information for Sifting Purposes** |

* You should ensure that you provide evidence of your experience in your application form, giving length of experience examples and dates as required.
* It is not sufficient to simply list your duties and responsibilities.
* NICCY will not make assumptions from the title of the applicant’s post or the nature of the organisation as to the skills and experience gained.
* If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.
* **ONLY** the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post.
* NICCY will only interview those applicants who appear, from the information available, to meet the relevant experience and ability.
* In addition applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to interview the following shortlisting criteria will be used:
  + **Years Experience**
* ***A limited amount of space is available in each box, if more space is needed, please continue on a separate page, clearly identifying the section it relates to.***

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| ***Criteron 1:*** Please demonstrate your commitment to NICCY’s mission of promoting and protecting the rights and best interests of children and young people, and to the vision and values of NICCY. |
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| ***Eligibility Criterion 2:*** Please demonstrate that you currently possess five years experience at Board level in at least **two** of the following areas: Accounting, Risk management, Audit, Specialist issues pertinent to an organisation’s business. |
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| ***Eligibility Criterion 3:*** Please demonstrate that you possess two years experience of chairing meetings at board level. |
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| ***Eligibility Criterion 4***: Please demonstrate your understanding of the government environment, particularly accountability structures and current major initiatives. |
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| **8. Declaration** |

1. I undertake to inform NICCY in writing of any change in my circumstances which may occur between the date of my application and any possible date of appointment.
2. 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.
3. I confirm I am aged 16 or over.
4. I give my consent for a criminal record check to be carried out

Signed: ………………………………………… Dated: …………………………

In the event that you are submitting your application form via e-mail to [**pamela@niccy.org**](mailto:pamela@niccy.org) please note that you will be asked to sign a copy of the form should you be short listed for interview.

It is the responsibility of the applicant to ensure the application form reaches the address below by the closing date for the competition. It is therefore important that when returning application forms by mail, the applicant applies sufficient postage to ensure the forms reach the stipulated destination on time. The Recruitment Team or those working on their behalf will not accept late applications or an application where we are asked to pay any shortfall in postage by the mail service provider.

Please mark your envelope **PRIVATE AND CONFIDENTIAL** and send the completed application form to:

**Human Resources Department**

**NICCY**

**Equality House**

**7-9 Shaftesbury Square**

**Belfast**

**BT2 7DP**

**Your application must be received no later than: 4.00pm on 21 March 2016**

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

**MONITORING INFORMATION**

FEB16/ARAC1/

**POST: Ref:**

Audit & Risk Assurance Committee (Chair)

**PLEASE NOTE THIS FORM IS REGARDED AS PART OF YOUR APPLICATION**

**AND FAILURE TO COMPLETE AND RETURN IT WILL RESULT IN**

**DISQUALIFICATION**

It is the policy of NICCY to ensure that all eligible persons have equal opportunity for employment and advancement within NICCY on the basis of their ability, qualifications and aptitude.

The Northern Ireland Commissioner for Children and Young People 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 NICCY is effectively implemented.

**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 NICCY 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 |  |
| I have a Roman Catholic community background |  |
| I have neither a Protestant nor a Roman Catholic community background |  |

**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 Commissioner for Children and Young People 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 |  | Of Black African origin |  |
|  | Of Black Caribbean origin |  | Of Bangladeshi origin |  |
|  | Of Chinese origin |  | Of Indian origin |  |
|  | Of Pakistani origin |  | Of other origin  (please specify) |  |
|  | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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

|  |  |
| --- | --- |
| Are you a member of a mixed ethnic group? | Yes  No |
| Are you a member of the Irish Traveller Community? | Yes  No |

**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 carryout 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.

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