

**Application for Employment**

Post applied for: ………………………………………..

Closing date: …………………………………………...

**Thank you for your interest in working for the QNI. Please either complete this form legibly in black ink or complete electronically and return by email to** [**christine.widdowson@qni.org.uk**](mailto:christine.widdowson@qni.org.uk)**.**

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| --- | --- | --- | --- | --- |
| YOUR DETAILS | | | | |
| Surname: | | |  | |
| Forename: | | |  | |
| Previous names (if any): | | |  | |
| Daytime telephone no. | | |  | |
| Mobile: | | |  | |
| Email: | | |  | |
| Address: | | |  | |
| Preferred method of contact for this application | | |  | |
| EMPLOYMENT | | | | |
| Present or more recent employment | | | | |
| Name and address of employer | | |  | |
| Position held | | |  | |
| Current salary (or leaving salary) | | |  | |
| Date started | | |  | |
| Notice required (please state if you have already left this post) | | |  | |
| Please describe your main duties and responsibilities | | |  | |
| Second most recent employment | | | | |
| Name and address of employer | | |  | |
| Position held | | |  | |
| Leaving salary | | |  | |
| Date started | | |  | |
| Date left | | |  | |
| Please describe your main duties and responsibilities | | |  | |
| Reason for leaving | | |  | |
| Other employment  Please give details of other employment in the last 10 years only; continue on a separate sheet if required. | | | | |
| From | To | Employer’s name and address | | Position held |
|  |  |  | |  |
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| EDUCATION AND QUALIFICATIONS | | | | |
| Please give a brief description of your education, qualifications and course attendance; continue on a separate sheet if required.  Secondary/Further Education | | | | |
| Subject, Level, Grade of Examination | | | Name of Institution | |
|  | | |  | |
|  | | |  | |
|  | | |  | |
|  | | |  | |
| Academic education/Professional qualifications | | | | |
| Subject, Level, Grade of Examination | | | Name of Institution | |
|  | | |  | |
|  | | |  | |
|  | | |  | |
| Any other relevant training courses attended, with outcomes (including in-house training) | | |  | |
| Professional Registration | | | | |
| Type of registration and awarding body | | | Registration Number and Renewal Date | |
|  | | |  | |
|  | | |  | |
| PERSONAL STATEMENT | | | | |
| Please state how your skills, experience and achievements to date (including unpaid/voluntary work) would make you a suitable candidate for this post. *You should refer specifically to the QNI’s current programmes of work, and show how you could contribute to these. You should also refer to the person specification for the post, and show how your skills and knowledge matches our requirements.*  You may continue on a separate sheet if necessary. | | | | |
|  | | | | |
| OTHER INFORMATION ABOUT YOU | | | | |
| Are you legally entitled to work in this country (as defined by the Immigration Asylum and Nationality Act 2006)?  *If you are offered an interview you will be asked to provide proof of your entitlement to work.* | | | Yes / No | |
| Do you have any criminal convictions which are not ‘spent’ (as defined by the Rehabilitation of Offenders Act 1974)?  *Failure to declare any convictions which are not ‘spent’ will result in the withdrawal of any job offer, and, if already in post, will result in dismissal.* | | | Yes / No | |
| Where did you see this post advertised? Please state which publication or website, or other source. | | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| REFERENCES | |  | |
| Please give details of two referees, one of whom is your present or most recent employer. Referees should not be friends or relatives. | | | |
|  | Reference One | Reference Two | |
| Name |  |  | |
| Job Title |  |  | |
| Address/Contact Number |  |  | |
| Email address |  |  | |
| Relationship |  |  | |
| May we approach prior to interview? |  |  | |
| DECLARATION | | |
| I declare that, to the best of my knowledge and belief, the information given is true and complete.  I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.  I hereby give my consent to the QNI processing data supplied on this application form for the purpose of recruitment and selection.  Signed: ………………………………………………….  Date: ……………………………………………………. | | |

**Equality and Diversity form**

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| --- |
| Ethnicity |
| South Asian or Asian British  Bangladeshi  Indian  Pakistani  Any other background, please write here: …………………………………….. |
| Black or Black British  African  Caribbean  Any other background, please write here: …………………………………….. |
| Middle Eastern or North African  Middle Eastern  North African  Any other background, please write here: …………………………………….. |
| Chinese or other South East/East Asian  Chinese  Any other background, please write here: …………………………………….. |
| Native American/Latino/Latin American  Native American  Latino/Latin American  Any other background, please write here: …………………………………….. |
| Mixed Heritage  White and Asian  White and Black African  White and Black Caribbean  Any other background, please write here: …………………………………….. |
| Indigenous Populations  Indigenous Australian  Maori  Pacific Islander  Indigenous Arctic  Any other background, please write here: …………………………………….. |
| White  British  English  Irish  Scottish  Welsh  Any other background, please write here: …………………………………….. |
| Prefer not to say |
| Disability |
| Do you consider yourself to have a disability or long-term health condition:  Yes  No    Prefer not to say |
| Gender |
| Would you describe yourself as:  Male (including trans male)  Female (including trans female)  Non binary    Any other, please write here: ……………………………………..  Prefer not to say |
| Sexual orientation |
| What is your sexual orientation:  Bisexual  Gay  Lesbian  Heterosexual  Asexual  Questioning/unsure    Any other, please write here: ……………………………………..  Prefer not to say |
| Age |
| Are you aged:  18 - 25 years  26 – 65 years  66 years and over  Prefer not to say |
| Religion and belief |
| Please tick the box that best describes your beliefs:  Buddhist  Christian  Hindu  Sikh  Jewish  Muslim  No religion    Any other, please write here: ……………………………………..  Prefer not to say |