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| **Application Form** | |
| **Job title:** | **Placement Student** |
| **Salary: £22,011 per annum**  **Closing date: 2:00pm, Monday 15 April 2024**  Applicants should use this form only and should not submit supplementary material such as a CV | |

Please refer to the **Guide for Applicants** before completing this form.

Please submit your completed application form by email to [recruitment@uregni.gov.uk](mailto:recruitment@uregni.gov.uk). A typed or scanned signature will be accepted.

**Please submit your completed equal opportunities monitoring form in a separate email labelled clearly ‘Monitoring Form’ in the subject line.**

Any candidate experiencing difficulty in completing the application form because of a disability should email [recruitment@uregni.gov.uk](mailto:recruitment@uregni.gov.uk).

**Late applications will not be accepted.** Please note it is the candidate’s responsibility to ensure their completed application is received on or before the closing date. We will use the time it is received according to Utility Regulator computer systems, not the time sent from a candidate’s email account.

**Please do not expand pages beyond that indicated under each of the criteria in the boxes below.** Other alterations of the form may result in disqualification.

**Personal details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Surname: | |  | | | |  | |
| Forename: |  | | | | | Please underline name by which you are known | |
| Pronoun\*:  *\** Optional, if you would like to include this information |  | | | | |  | |
| (She/her/they/them/he/him/other) | | | | |
|  |  | |
| National insurance number: | | |  | Email address: | |  | |
|  | | |  |  | |  | |
| Contact  address  including  postcode: |  | | | | Contact telephone number: | |  |
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| * Please tell us if you have a disability or a medical condition and need any special requirements or adjustments at interview? |
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Please note that this information will not be shared with the panel until the outcome of the process is complete. Individual requirements will be negotiated with the successful candidate. **If you wish to be seconded, you should ensure the support of your employer prior to application.**

Where did you first hear/read about this vacancy?

(this information may help us determine where we advertise in future)

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|  | **Please select** |
| University of Ulster |  |
| Queens University |  |
| Utility Regulator website |  |
| Twitter |  |
| Facebook |  |
| Queens University |  |
| University of Ulster |  |
| Other (please specify) |  |

**Referees:** Please give the name and contact details of two referees, one of whom should be your current tutor and one of whom should be a previous tutor or employer. Referees will not be contacted until a provisional offer is made.

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| **1. Name**: |  | | **Address:** |  |
| **Contact telephone number:** | |  | | |
| **Contact email address:** | |  | | |
| **2. Name**: |  | | **Address:** |  |
| **Contact telephone number:** | |  | | |
| **Contact email address:** | |  | | |

**Additional information:**

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| **When would you be available to start your placement?** |
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**Declaration**

A. I have read and understood the information provided in the Guide for Applicants.

B. The responses detailed in this application are true and accurate to the best of my knowledge and belief. I understand that deliberate falsification of factual information may prejudice my application or lead to an offer of appointment being withdrawn.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**

/ /

You may sign electronically and submit by email.

**Work experience/employment history** (begin with your most recent/current position if you have one; if you have no work experience, please mark this section **N/A**)

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| **Employer:** |  |
| **Position held:** |  |
| **Dates from and to (month and year):** |  |

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| --- | --- |
| **Employer:** |  |
| **Position held:** |  |
| **Dates from and to (month and year):** |  |

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| --- | --- |
| **Employer:** |  |
| **Position held:** |  |
| **Dates from and to (month and year):** |  |

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| Information for sifting and shortlisting purposes  The following section asks you to outline your experience in relation to the essential criteria as specified in the Guide for Applicants.  **To demonstrate how you meet each of the criteria, please provide examples.** |
| **Education/degree course**  (Please outline your relevant education, the degree course you are currently undertaking, including modules, grades and dates).  (Complete in Font: Arial 12, do not expand beyond a half page) |

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| Information for sifting and shortlisting purposes |
| **Communication and interpersonal skills**  Please provide an example(s) which demonstrates your communication and interpersonal skills.  (Complete in **Font: Arial 12**, do not expand beyond a halfpage) |

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| Information for sifting and shortlisting purposes |
| **Sound IT skills**  Please provide an example(s) which demonstrates your experience of working with information technology platforms. At the very least you should cover Microsoft Word, Excel and Outlook (or equivalent packages).  (Complete in **Font: Arial 12**, do not expand beyond a halfpage) |

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| Information for sifting and shortlisting purposes |
| **Quantitative analysis skills**  Please provide an example(s) which demonstrates your proven quantitative analysis skills.  (Complete in **Font: Arial 12**, do not expand beyond a halfpage) |

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| Information for sifting and shortlisting purposes |
| **Awareness of regulatory scene**  Please provide an example(s) which demonstrates your awareness of the Northern Ireland regulatory scene and the key features of UK utility regulation.  (Complete in **Font: Arial 12**, do not expand beyond a halfpage) |