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| **Application Form** | | |
| **Job Title:** | **Placement Student 2019/20** | |
|  | **Electricity Regulation** | |
| **Salary:** | **£15,619 p.a.** | |
| **Closing Date:**  **Interview Date:** | **2pm on Wednesday 1 April 2019**  **Week commencing 8 April 2019** | |
| Applicants should use this form only and should not submit supplementary material such as a CV | | |
| **Applications** | | Please refer to the **Guide for Applicants** before completing this form.  Completed applications must be returned to the Human Resources to arrive no later than **2pm on Monday 1 April 2019**  **Email:** [recruitment@uregni.gov.uk](mailto:recruitment@uregni.gov.uk)  **Human Resources**  **The Utility Regulator**  **Queens House**  **14 Queen Street**  **Belfast**  **BT1 6ED** |
| Any candidate experiencing difficulty in completing the application form because of a disability should contact the Human Resources Office. | | |
| Remember to return your Equal Opportunities Monitoring form in a **separate sealed envelope** to address detailed on the form – this is regarded as part of your application and failure to fully complete and return it will result in disqualification. **We can only accept** **this form in** **hard (paper) copy in a sealed envelope – not by email or fax.** | | |
| **LATE APPLICATIONS WILL NOT BE ACCEPTED.** Please note. The onus is on the candidate to ensure their completed application is received on or before the closing date. | | |

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| **Personal Details** | | |
| **Title:** Mr / Mrs / Ms / Miss / Other: | | |
| **Surname:**  **First Name**:  *(Please underline the First Name by which you are known)* | | |
|  | | |
| **NI Number**: | | |
| **Contact Address (include postcode)**: | | **Contact Telephone Number(s)**  **Mobile**:  **Home**: |
| **Email**: | | |
| **Special Requirements at interview?**  (please state ‘none’ if none are required) | | | |
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| Where did you hear about this vacancy?  University of Ulster  Queens University  Other (please specify) | |

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| **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. |
| **Name & Address**:  **Contact telephone number**:  **Contact email address**: |
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| **Additional Information:** |
| **When would you be available to commence a placement with the Utility Regulator?** |
| **Declaration** |
| 1. I have read and understood the information provided in the Guide for Applicants. 2. 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:** |

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| **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**) |
| **Name, Address & Business of Employer**: |
| **Position Held and Duties**: |
| **Dates From & To (Month & Year)**: |
| **Name, Address & Business of Employer**: |
| **Position Held and Duties**: |
| **Dates From & To (Month & Year)**: |
| ***Information for Sifting and Shortlisting Purposes:***  *The following section asks you to outline your skills and experience in relation to the essential criteria and key skills as specified in the Guide for Applicants.* |
| **Education/Degree Course**  *(Please outline your relevant education, the degree course you are currently undertaking, including modules, grades and dates.)*    ***Type no more than half a page for each criteria*** |
| *Information for Sifting and Shortlisting Purposes:* |
| **Communication and interpersonal skills**  *Please provide an example(s) which demonstrates your communication and interpersonal skills.*  **Sound IT skills**  *Please provide an example(s) which demonstrates your experience of working with information technology. At the very least you should cover Microsoft Word, Excel and Outlook (or equivalent packages).*  **A sound economic understanding**  *Please provide an example(s) which demonstrates your economic understanding.*  ***Type no more than half a page for each criteria*** |
| Information for Sifting and Shortlisting Purposes: |
| **Quantitative Analysis skills**  *Please provide an example(s) which demonstrates your proven quantitative analysis skills.*  **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.*  ***Type no more than half a page for each criteria*** |