|  |
| --- |
| **Application Form** |
| **Job Title:** | **Human Resources Officer** |
| **Salary: £23,577 – £28,517 p.a. pro-rata** **Closing Date: 1.00pm on Friday 29 September 2017**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 Human Resources to arrive no later than the closing date stated above.

**If you submit your application form by email, you must also post a hard/paper copy with your actual handwritten signature along with your completed equal opportunities monitoring form. Hard/Paper copies may arrive a couple of days after the closing date so long as the electronic version has been received by then.**

Applications and queries can be emailed to recruitment@uregni.gov.uk

Hard copies must be posted or hand delivered to 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 email** **recruitment@uregni.gov.uk**

Remember to return your Equal Opportunities Monitoring form in a **separate sealed envelope** to address detailed on the form. For convenience, it can be included with your hard copy application form but it must be in a sealed, separate envelope addressed to the Monitoring Officer (HR). This is regarded as part of your application and failure to fully complete and return it will result in disqualification.

**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. We will use the time it is received according to Utility Regulator computer systems, not the time sent from a candidate’s email account.

**The format of this application form may not be altered in any way except to delete space(s) caused by the bottom of the box shifting down the page**

**when you type in your responses.**

***Other alterations of the form may result in disqualification.***

**Personal Details**

|  |  |  |
| --- | --- | --- |
| Title: Mr / Mrs / Ms / Miss / Dr / other |  |  |
| Surname: |  |  |
| Forename:  |  | *Please underline name by which you are known* |
| National Insurance Number: |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ContactAddressincludingpostcode |  | ContactTelephoneNumber(s) | daytime: |  |
|  |  |
| evening |  |
|  |  |  |
|  |  |  | mobile: |  |
| Email: |  |  |

|  |
| --- |
| Special Requirements at interview? |
|  |

Where did you  ***first*** hear/read about this vacancy?

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

Nijobs.com

Utility Regulator website

Other (please specify):

Utility Regulator employee

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

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

**Additional Information:**

|  |
| --- |
| **Please outline your current / most recent salary:**  |
|  |
| **Please outline any substantial fringe benefits (e.g. pension, holiday entitlement, bonus etc)** |
|  |
|  |
| **Length of notice:** |  |  | **When would you be available?** |  |

**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:**

 / /

*If you sign this electronically and submit by email, please also post a hard copy with your actual handwritten signature. The hard copy may arrive a couple of days after the closing date so long as the electronic version has been received by then.*

**Employment History** (begin with your most recent/current position)

|  |  |
| --- | --- |
| **Name, Address & Business of Employer:** |  |
| **Position Held:** |  |
| **Dates From and To (Month & Year):** |  |
| **Reason for Leaving:** |  |
| **Brief Career Narrative:** |  |

|  |  |
| --- | --- |
| **Name, Address & Business of Employer:** |  |
| **Position Held:** |  |
| **Dates From and To (Month & Year):** |  |
| **Reason for Leaving:** |  |
| **Brief Career Narrative:** |  |

|  |  |
| --- | --- |
| **Name, Address & Business of Employer:** |  |
| **Position Held:** |  |
| **Dates From and To (Month & Year):** |  |
| **Reason for Leaving:** |  |
| **Brief Career Narrative:** |  |

|  |  |
| --- | --- |
| **Name, Address & Business of Employer:** |  |
| **Position Held:** |  |
| **Dates From and To (Month & Year):** |  |
| **Reason for Leaving:** |  |
| **Brief Career Narrative:** |  |

|  |  |
| --- | --- |
| **Name, Address & Business of Employer:** |  |
| **Position Held:** |  |
| **Dates From and To (Month & Year):** |  |
| **Reason for Leaving:** |  |
| **Brief Career Narrative:** |  |

|  |  |
| --- | --- |
| **Name, Address & Business of Employer:** |  |
| **Position Held:** |  |
| **Dates From and To (Month & Year):** |  |
| **Reason for Leaving:** |  |
| **Brief Career Narrative:** |  |

|  |
| --- |
| Information for Sifting and Shortlisting Purposes The following section asks you to outline your experience in relation to the essential criteria, desirable criteria and key skills as specified in the Guide for Applicants.**To demonstrate how you meet each of the criteria, please provide examples.** |
| **Essential Criteria 1***Associate member of the Chartered Institute of Personnel and Development (CIPD).**Write no more than one page* |

|  |
| --- |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 2***Please provide an example(s) that demonstrates your proven experience of working as a HR generalist with a sound knowledge of NI employment legislation providing proactive high quality HR advice and support (e.g. on key policies, procedures, legislation) to a range of stakeholders at all levels of seniority.**Write no more than one page* |

|  |
| --- |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 3***Please provide an example(s) that demonstrates your proven ability to work proactively in response to changing business needs in order to meet tight deadlines and complete tasks, while also delivering monthly and annual objectives in a busy customer focused environment.**Write no more than one page* |

|  |
| --- |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 4***Please provide an example(s) that demonstrates your proven organisational skills and attention to detail to deliver to a high standard and to customer satisfaction.**Write no more than one page* |

|  |
| --- |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 5***Please provide an example(s) that demonstrates your proven substantial experience of providing high quality pro-active HR operational support services in the following areas:** *Recruitment and selection;*
* *Performance management;*
* *Training and development;*
* *Equality;*

*including the use of MS Office applications including Excel, Word and Outlook.* *Write no more than one page* |

|  |
| --- |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 6***Please provide an example(s) that demonstrates your proven ability to build and maintain productive working relationships with colleagues and external organisations.* *Write no more than one page* |

|  |
| --- |
| Information for Sifting and Shortlisting Purposes |
| **Desirable Criteria 1***Please provide an example(s) that demonstrates your experience of payroll preparation.* *Write no more than half a page* |
| **Desirable Criteria 2***Please provide an example(s) that demonstrates your experience of using Sage or other payroll software.**Write no more than half a page* |
| **Desirable Criteria 3***Please provide an example(s) that demonstrates your experience of developing and delivering staff training on HR policies or procedures.**Write no more than half a page* |
| **Desirable Criteria 4***Please provide an example(s) that demonstrates your knowledge or experience of NI Civil Service policies and procedures.**Write no more than half a page* |