|  |  |
| --- | --- |
| **Application Form** | |
| **Job Title:** | **Analyst** |
| **Salary: £54,669-£65537 per annum**  **Closing Date: 2.00pm on Monday 14th October 2019**  **Interview Date:** **Week commencing 21st October 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 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. 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](mailto: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**](mailto: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: | |  | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contact  Address  including  postcode |  | Contact  Telephone  Number(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

Indeed

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.*

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

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

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

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

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

|  |
| --- |
| 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**  *A qualified solicitor or barrister, qualified to practice in Northern Ireland or England and Wales with post qualification experience*  *Do not expand beyond one page* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 2**  *At least 4 years post qualification experience gained working in either company/commercial law and/or public/administrative law; and/or regulatory law;*  *Do not expand beyond one page* |

|  |
| --- |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 3**  *Please provide an example(s) that demonstrates your proven ability to analyse significant legal issues within a complex environment and provide clear and concise advice and solutions that resolve business problems at a senior level\*;*  \**Senior level is defined as reporting to or advising Board or Senior Managers.*  *Do not expand beyond one page* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 4**  *Please provide an example(s) that demonstrates your proven ability to manage significant workloads with limited resources and deliver outputs in line with client/customer expectations and deadlines*  *Do not expand beyond one page* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 5**  *Please provide an example(s) that demonstrates your proven ability to build and maintain productive communication networks with colleagues and stakeholder organisations.*  *Do not expand beyond one page* |

|  |
| --- |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 6**  *Please provide an example that demonstrates your proven experience in the successful management of a panel of external legal consultants and the ability to manage\* internal staff;*  *\*This may be demonstrated by experience of direct line management or via a mentoring or guiding role for other legal team members.*  *Do not expand beyond one page* |

|  |
| --- |
| Information for Sifting and Shortlisting Purposes |
| **Desirable Criteria 1**  *Please provide an example(s) that demonstrates your knowledge or experience of Energy law*  *Do not expand beyond half a page* |
| Information for Sifting and Shortlisting Purposes |
| **Desirable Criteria 2**  *Please provide an example(s) that demonstrates your knowledge or experience of EU law*  *Do not expand beyond half a page* |

|  |
| --- |
| Information for Sifting and Shortlisting Purposes |
| **Desirable Criteria 3**  *Please provide an example(s) that demonstrates your Knowledge or experience of company/commercial law*  *Do not expand beyond half a page* |
| Information for Sifting and Shortlisting Purposes |
| **Desirable Criteria 4**  *Please provide an example(s) that demonstrates knowledge or experience of public/administrative law.*  *Do not expand beyond half a page* |