|  |  |
| --- | --- |
| **Application Form** | |
| **Job Title:** | **HR Officer (Learning & Development)** |
| **Salary: £25,211 - £30,493 per annum**  **Closing Date: 2.00 pm on Monday 17 January 2022 (Extended)**  **Assessment/Interview Date:** **Week commencing 24 January 2022**  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.

Please submit your completed application form by email. A typed or scanned signature will be accepted. Please submit your completed equal opportunities monitoring form in a separate email labelled clearly “Monitoring From” in the subject line.

**Applications, monitoring forms and queries can be emailed to** [**recruitment@uregni.gov.uk**](mailto:recruitment@uregni.gov.uk)**.**

**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 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.**

**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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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: |  | | |  |

|  |
| --- |
| Please let us know about any adjustments of 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

Linkedin

Utility Regulator website

Utility Regulator employee

Facebook/Twitter

Other (please specify)

**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:**

/ /

*You may sign electronically and submit by email.*

**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**  *Please demonstrate how you meet the requirement: CIPD Associate Level and at least two years’ experience in a similar role.*  *Do not expand beyond* ***one*** *page* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 2**  *Please provide an example(s) that demonstrates proven experience of working effectively in a HR generalist role providing support services in the areas of performance management/appraisal cycle; review or development of HR policies and procedures; equality (diversity & inclusion); employee health and wellbeing initiatives; and end to end administration of recruitment processes.*  *Do not expand beyond* ***one*** *page* |

|  |
| --- |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 3**  *Please provide an example(s) that demonstrates proven experience of contributing to the development of an office wide learning and development (training) plan, including coordination of delivery and monitoring progress.*  *Do not expand beyond* ***one*** *page* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 4**  *Please provide an example(s) that demonstrates your ability to demonstrate by examples, an understanding of and commitment to workplace values that align to those of the UR. \*\**  *\*\* UR Mission, Vision and Values can be found on page 3 of the Guide for Applicants.*  *Do not expand beyond* ***one*** *page* |

|  |
| --- |
| Information for Sifting and Shortlisting Purposes |
| **Desirable Criteria 1**  *Please provide an example(s) that demonstrates experience in the design or delivery of internal or external training.*  *Do not expand beyond* ***half*** *a**page* |