**Application Form**



**PRIVATE AND CONFIDENTIAL**

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| **POSITION APPLIED FOR:** | **Chief Executive Officer** | **REFERENCE NUMBER:** | **CEO/10/24** |
| **LOCATION:** | **Belfast, Northern Ireland** |  | |

**Candidate Guidance**

The closing date for applications for this vacancy is **Wednesday 23rd October 2024 before 12.00 noon**. Completed applications must be sent to [applications@allenpeoplesolutions.co.uk](mailto:applications@allenpeoplesolutions.co.uk). All applications must be received on or before this date. Late applications will not be considered.

ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL. **A Curriculum vitae, or any additional pages will not be accepted. Any alterations to this form will invalidate your application.**

Please ensure that you have fully read the Candidate Information Booklet before completing this Application Form. Applicants must ensure they provide sufficient information on the Application Form to enable the selection panel to assess their eligibility for consideration. Failure to do so will result in the application being rejected. Applicants must clearly demonstrate how and to what extent they meet the essential and any desirable criteria. The onus for demonstrating this in the Application Form rests with the applicant. All information given will be treated with the strictest confidence.

**Applicants must complete the application form in either typescript font size 12, or if handwritten, in legible block capitals using black ink.**

**PERSONAL DETAILS**

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| APPLICANT DETAILS | | | |
| Surname: |  | Forename(s): |  |
| **Home Address:** |  | | |
| **Postcode:** |  | **Email:** |  |
| **Home Number:** |  | **Mobile Number:** |  |

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| ELIGIBILITY TO WORK IN THE UK |
| Do you have the right to work in the UK? Yes No  As required under legislation, we will require you to provide documentary evidence to confirm your right to work in the UK as part of any conditional offer of employment. *E.g. Your Passport or other eligible Official Documentation confirming your right to work.* |

**REFEREES**

Please give the details of two referees of persons who must not be related to you, one of which must be from your current or most recent post. You should obtain the prior consent of the referees. Referees will not be contacted prior to any conditional offer of appointment.

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| Referee Name: |  | Referee Name: |  |
| Position: |  | Position: |  |
| Company Name: |  | Company Name: |  |
| Email: |  | Email: |  |
| Nature of Relationship: |  | Nature of Relationship: |  |

**EMPLOYMENT HISTORY**

Please use the space below to list all present and past employment, in chronological order, i.e starting with your most recent employer first. All previous employment must be accounted for in your application.

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| **Name of Current / Most Recent Employer** | |  | | |
| **Employment Date** | **From** |  | **To** |  |
| **Address of Current Employer** | |  | **Postcode** |  |
| **Current / Most Recent Job Title** | |  | | |
| **Notice Period** | |  | | |
| **Salary and Benefits** | |  | | |
| **Key Duties and Responsibilities (please limit your response to within the space provided)** | | | | |
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| **PREVIOUS EMPLOYMENT** | | | |
| **NAME AND ADDRESS**  **OF EMPLOYER** | **DATES FROM AND TO** | **JOB TITLE AND SUMMARY OF KEY DUTIES** | **SALARY AND REASON FOR LEAVING** |
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ATION RELATING TO THE RECRUITMENT PROCESS CONTINUED

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| **GAPS IN EMPLOYMENT**  Please provide information below to explain any gaps in your employment history |
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**SELECTION CRITERIA**

In this section applicants must present clear evidence to demonstrate how, and to what extent, they meet each of the Essential Criteria, **including relevant dates (as appropriate) and relevant examples**.

**Please ensure your response is within a 300 wordcount limit** **as any additional wordcount will not be considered**. Any additional pages attached by applicants will not be provided to the selection panel.

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| **ESSENTIAL CRITERIA** |

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| **Criterion 1 –** A minimum of a degree level of qualification OR at least 3 years’ proven relevant experience gained within the last 5 years. | |
| **I have a degree**  **If yes, please state the degree awarded and grade received** | Yes  No |
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| **OR I have at least 3 years’ proven relevant experience gained within the last 5 years.**  **Please use the space below to present evidence of this. 300 wordcount limit** | Yes  No |
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| **Criterion 2 –** At least 3 years’ proven relevant experience gained within the last 5 years working at senior management level including substantive experience of direct line management and of other resources within any sector. Senior management is defined as reporting to a Chief Executive/Director, Board of Directors or equivalent in any sector. **Please use the space below to present evidence of this.**  **300 wordcount limit** |
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| **Criterion 3 –** Sound financial / budget management experience including financial modelling. **Please use the space below to present evidence of this.**  **300 wordcount limit** |
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| **Criterion 4 –** Experience of developing, delivering and managing strategic/business plans. **Please use the space below to present evidence of this.**  **300 wordcount limit** |
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| **Please tick as relevant:** | |
| **Criterion 5 –** Excellent I.T. skills, including spreadsheets, databases, social media and the use and application of digital resources. | Yes  No |
| **Criterion 6 –** A valid driving licence and the use of a car or as otherwise to enable the postholder to fulfil the mobility / travel requirements of the role. | Yes  No |

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| **DESIRABLE CRITERIA** |

As applicable, in this section applicants should identify and evidence how, and to what extent, **they meet any or each of the Desirable Criteria**, including relevant dates (as appropriate) and examples. **This section will be used in the event of a large number of applicants to enable further shortlisting and in the order stated. Please ensure your response is within a 300 wordcount limit as any additional wordcount will not be considered**. Any additional pages attached by applicants will not be provided to selection panel.

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| **Criterion 1 –** Previous experience of working within the enterprise network and social and economic regeneration/development. If yes, please provide evidence in the space below. **300 wordcount limit** | Yes  No |
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| **Criterion 2 –** Ideally applicants will have experience of working with a Board or voluntary committee and have a good understanding of how to service and support such a structure. If yes, please provide evidence in the space below.**300 wordcount limit** | Yes  No |
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| **Criterion 3 –** Experience of securing sources of funding including completing funding applications and ability to complete tender submissions.If yes, please provide evidence in the space below.**300 wordcount limit** | Yes  No |
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| **Criterion 4 –** Hold a first degree and third level qualifications in business management or administration, economics, legal or financial qualifications, or equivalent. If yes, please provide evidence in the space below. **300 wordcount limit** | Yes  No |
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**VERIFICATION OF INFORMATION**

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| I certify that to the best of my knowledge all information provided in this application is truthful and accurate. I have not omitted any facts that could affect my employment. I understand that providing any false or misleading statements or if I have suppressed any material facts could place any subsequent employment in jeopardy / result in a job offer being withdrawn and / or if appointed, dismissal.  I understand that any employment to be taken up is subject to me providing documentary evidence of my right to work in the UK, as well as evidence of any qualifications as relevant to the post and satisfactory references or other checks as may be reasonably required.  I consent to personal data contained within this form being processed and retained for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file in line with GPDR. Please refer to our Recruitment Privacy Notice.  **Signature: Date:** |

**Please remember to complete the Appendix to let us know if you need any reasonable adjustments at any stage of the selection process and the EQUAL OPPORTUNITY MONITORING QUESTIONNAIRE on the next page.**

**Appendix**

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| DISABILITY AND REASONABLE ADJUSTMENTS | |
| In accordance with the Disability Discrimination Act, a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had a substantial and long-term adverse effect on their ability to carry out normal day to day activities.” | |
| Do you have a disability that requires reasonable adjustments to be made to any stage of the recruitment process including if you are called for interview or assessment? | Yes  No |
| If yes, please provide any relevant information about any arrangements you may require at any stage of the selection process so that reasonable arrangements can be made as part of the selection process | |
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**This form should be returned along with the application form.**

## EQUAL OPPORTUNITY MONITORING QUESTIONNAIRE

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| **Job Reference:** | CEO/10/24 | | |
| **Job Title:** | Chief Executive Officer | | |
| **Location:** | Belfast | **Closing Date:** | Wednesday 23rd October 2024 at 12.00 noon |

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| North City Business Centre is committed to the promotion of equality of opportunity and treatment and to preventing any unfair discrimination in its employment practices. We are opposed to all forms of unlawful or unfair discrimination and we do not discriminate against our job applicants or employees. We aim to select the best person for the job. Our policy is to provide equality of opportunity, and that no employee or job applicant receives less favourable treatment on any such grounds.  We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the Fair Employment & Treatment (NI) Order 1998.  Monitoring equality and diversity in the workforce enables North City Business Centre to examine how our employment policies and processes are working and to identify areas where these appear to be impacting disproportionately on certain groups of staff.  **You should note that this Monitoring Form is regarded as part of your application and failure to fully complete and return it will result in disqualification.**  The Monitoring Form will be processed separately and neither the form nor the details contained in it will be available to those considering your application.  Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence and this sheet will be detached from your application. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any potential future employment with us.  Regardless of whether we practice religion, most of us in Northern Ireland are perceived to be members of either the Roman Catholic or Protestant communities.  **We are therefore asking you to indicate your community background by ticking the appropriate box below:**   1. I am a member of the Protestant community   I am a member of the Roman Catholic community    I am a member of neither the Protestant or Roman Catholic community     1. **Please indicate your Sex by ticking the appropriate box below:**   **Female Male**     1. **Do you consider yourself to have a disability under the terms of the Disability Discrimination Act 1995, defined as a physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities?**   Yes No  Note: You are obliged to answer truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions. |
| This monitoring form should be returned along with the application form and sent to:  [applications@allenpeoplesolutions.co.uk](mailto:applications@allenpeoplesolutions.co.uk) |