

**Guidance notes for completion of Application Form**

* Candidates are shortlisted for the next stage of the recruitment process based on information contained in the application form which meets the criteria detailed in the personnel specification. **Please refer to the job description and personnel specification before completing.**
* Please ensure that application form is completed in type. Handwritten applications will not be accepted.
* Relevant information relating to experience/competence must be completed within the relevant section/box provided. If this information is submitted in another section/box, it willnot be considered by the short-listing panel.
* Application forms which are received after the closing date will not be considered. No additional information in support of your application form, will be accepted after the closing date and time for receipt of applications.
* Application forms must be submitted in a Microsoft Word format and by **email only.**  If shortlisted, a hard copy with a signature will be required at a later date.
* CDHN accepts no responsibility for checking or notifying candidates if forms are unreadable or incomplete for technical reasons.
* Applications stored on personal online storage sites will not be accepted.
* Please ensure that the original format of the application form is always retained.
* CVs will not be considered.
* Please attach additional sheets if required, these must be numbered in relation to the appropriate question.
* The successful candidate will be required to produce official original proof of any qualifications supporting the application.

If you have a disability or your first language is not English and you have difficulty with any aspect of our recruitment and selection process, please contact us on 028 3026 4606.

*CDHN is an equal opportunities employer and welcomes applications from all sections of the community.*

**Post: Policy and Communications Officer**

**CDHN Ref: PCJ23**

**Closing Date: Monday 20 February 2023 @ 5pm**

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| **Your name and contact details** | | |
| Full Name: | | Mr/Mrs/Ms/Miss: |
| Postal address: | | |
| Town/city: | Postcode: | |
| Mobile phone: | Landline phone: | |
| Email: | | |

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| **Education after 11 years of age** | |
| Type of school, college of further education or university attended (please do not state name of secondary level school attended) | Dates of attendance |
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| **Qualifications or studies in progress** | | | |
| Particulars of qualifications obtained or study in progress (GCSE, GCE, CSE, RSA/OCR, NVQ, HNC/HND, Degree, Postgrad degree, professional qualifications). | | | |
| Year /year to be completed | Level of Qualification obtained | Subject | Marks/Grade |
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| Details of Present Employment – Please say if you are currently unemployed and looking for work. | | | |
| Name & Address of present employer | Date Commenced (dd/mm/yyyy) | Position(s) held | Salary or Scale |
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| Details of Previous Employment (including any employment breaks) | | | |
| Name & Address of previous employer(s) | Date started and Finished (dd/mm/yyyy) | Position(s) held | Final salary and reason for leaving |
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**EXPERIENCE AND SKILLS FOR THE POST**

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| 1. **Third level qualification in a relevant discipline e.g., Social Policy, Research, Politics and Public Affairs or similar or your demonstratable experience and research, analytical and writing skills in a policy to practice environment.** |
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| 1. **Tell us about your demonstrated experience of**  * **policy analysis and preparation of publications/briefings/ public policy consultation responses** * **Engaging communities and policy makers, and campaigning for change to achieve positive policy outcomes** |
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| **3. Tell us about your editing and writing skills with the ability to produce clear messages and compelling copy** |
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| **4. Tell us about your excellent networking, relationship building, and negotiating skills, with the ability to inspire others, as well as the confidence and capability to work with external organisations.** |
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| **5. Tell us about your understanding of the public policy environment, political institutions, government and decision making in NI and the social and economic landscape including the issues and challenges relevant to the community and voluntary sector and population health.** |
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| **6. Please tell us about your IT skills including sound knowledge of Microsoft Office, information systems, willingness to learn new systems** |
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| **7. Using examples, please tell us about your competence using a wide variety of digital and social media and other communications tools to promote policy work** |
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| **Please confirm the following** | **Yes/ No** |
| I have a flexible approach and understand weekend and evening work may be required. |  |
| Applicants are asked to confirm that they have a full, current driving licence which entitles the holder to drive in NI and have use of a vehicle for official purposes **OR** have access to a form of transport that will enable the candidate to meet the requirement of the post in full , give further details if relevant |  |
| Are you eligible to work in the UK?  *You will be required to provide documentation to support this claim (under Section 8 of the Asylum and Immigration Act 1996) if offered the post* |  |

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| **If successful, when would you be able to take up this position?** |
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| **References** |
| All offers of employment are subject to receipt of two satisfactory written references, one of whom should be your current employer/or most recent employer/s. In some instances and with prior agreement, we may accept an academic reference or a reference gained in a voluntary capacity. These referees may be approached if you are shortlisted for interview, unless you specify otherwise. |
| Name:  Organisation and Job title:  Address (including post code):  Contact telephone number:  Email address: |
| Name:  Organisation and Job title:  Address (including post code):  Contact telephone number:  Email address: |

I certify that the above information is correct and understand that any false or misleading information, if proved, may result in no further action being taken on this application, or, if appointed, dismissal from the service of CDHN.

**Signed: Date:**

**Please return your completed application form, along with your Equality Monitoring Form (separate) and Convictions Disclosure Form (below) to:** [**marionohare@cdhn.org**](mailto:marionohare@cdhn.org)

**No later than: Monday 20th February 2023 @5pm**

**Unprejudiced consideration will be given to candidates who declare criminal conviction(s).**

Do you have or have you ever had any convictions, cautions, or bind over orders in relation to any offence of any kind, which are to date unspent?

Please write ‘Yes’ or ‘No’\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Do Not leave blank)

Note: Custodial sentences of over 30 months can never become spent.

IF YOU ANSWERED ‘YES’, PLEASE GIVE FULL DETAILS OF THE CONVICTION INCLUDING THE NATURE OF THE CONVICTION, DATE OF CONVICTION AND SENTENCE IMPOSED.

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Note: that under the 1979 Rehabilitation of Offenders (Exceptions) Order, as amended by the 1987 Amended Order, an applicant must disclose information about current and spent conviction if the post involves access to the young, the old, the mentally or physically disabled or the chronic sick.

If you are successful in this application, it may be necessary for a check of criminal records to be carried out before appointment can be confirmed. By signing this application for employment, you are agreeing to this check.