

**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.*

**JOB TITLE: Policy Officer**

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| 1. General Information |
| Surname: Mr/Mrs/Miss/Ms:  Forename(s):  Address:  Postcode:  Email:  Telephone Number: Mobile:  National Insurance Number: |

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| 2. 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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| 3. Qualifications | | | | |
| Particulars of qualifications obtained (GCSE, GCE, CSE, RSA/OCR, NVQ, HNC/HND, Degree). Please state marks, grade or level of qualification as this may be used in shortlisting. | | | | |
| Year | Examining Body | Level of Qualification obtained | Subject | Marks/Grade |
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| 4. Professional Qualifications Obtained | |
| Title of Qualification | Date of Award |
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| 5. Membership of Professional Bodies | |
| Title of Professional Body | Date of Registration |
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| 6. Education or Professional Studies in Progress | |
| Nature of Studies | Duration of Studies |
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| 7. 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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| 8. Details of Previous Employment (including any employment breaks) | | | |
| Name & Address of previous employer(s) | Date Commenced and Finished (dd/mm/yyyy) | Position(s) held | Salary or Scale |
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| 9. Third level qualification in a relevant discipline e.g., Social Policy, Research, Politics and Public Affairs or similar **or** demonstratable experience and research, analytical and writing skills in a policy to practice environment. |
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| 10. Applicants are required to demonstrate specific experience, skills and knowledge by way of personal and specific example. Using the job description and personnel specification, please outline how your experience and knowledge would equip you for this post. |
| **Please tell us about your qualifications and experience and describe how you meet the essential criteria.**   * Policy analysis and research (i.e., external/public policy) * Preparation of publications/briefings * Responding to public policy consultations * Engaging with communities to develop public strategies or policies * Engaging with policy makers and decision-making structures to influence policy |

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| **11. Tell us about your key skills, please use examples to demonstrate…** |
| * Good organisational and project management skills, including the ability to organise workload to achieve agreed targets and manage competing priorities |

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| * Demonstrated ability to engage and communicate effectively with people from a diverse range of communities and listen to their views |

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| * Strong networking, influencing, negotiating and relationship management skills, with the ability to inspire others, as well as the confidence and personal authority to work with external organisations. |

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| **12. Tell us about your relevant knowledge and the key attributes you can bring to this role.** |
| * A good understanding of the public policy environment, political institutions, government and decision making in NI |

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| * Strong understanding of the social, economic and health policy issues relevant to the community and voluntary sector |

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| * Commitment to, and knowledge of, involving those with lived experience in developing and delivering policy to improve their social conditions and overall wellbeing. |

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| **13. Technical Skills** |
| * Strong IT skills including sound knowledge of Microsoft Office, digital platforms and social media as well as the willingness to learn new systems |

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| **14. Other** |
| * A passion and commitment to CDHN’s purpose and values of equality and anti-discrimination for a diverse range of groups |

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| **Please confirm the following**   * I have a flexible approach and understand weekend and evening work may be required | **Yes/ No**  **\_\_\_\_\_\_\_** |

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| 15. 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. |
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| 16. When there are large number of applicants, candidates may also be shortlisted using the desirable criteria outlined in the person specification. Applicants are encouraged to read the list and use the box below to show where they meet desirable. |
| * Relevant post graduate qualification * Skills in writing Plain English, to support health literacy in both policy and practice and communicate public policy issues * Awareness of action research methodologies and a commitment to community centred, participatory approaches to inclusive policy discussion and development * Knowledge of population health, the social determinants of health and health inequalities * CRM/database management or similar systems |

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| 17. Give details of any relevant skills, expertise and abilities gained through voluntary work or in the home. |
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| 18. Give details of training which may have relevance to this position. |
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| 19. Give details of notice required to terminate present position. |
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| 20. If successful, when would you be able to take up this position? |
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17. Are you required to have a work permit? Yes 🞎 No 🞎

If yes, do you have a work permit? Yes 🞎 No 🞎

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| 21. References |
| Please give the names, addresses and occupations of two persons not related to you. One of the referees must be either your current or previous employer and both should be able to comment on your ability to carry out the particular tasks of the job. If you do not wish us to contact your present employer, please provide your most recent previous employer. |
| 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: Friday 29th July 2022 @12noon**

**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.