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IN CONFIDENCE

POST: **Evidence & Information Officer**

APPLICATION REF NO:

CLOSING DATE: **5 pm Friday 20 May 2016**

PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION USING BLACK INK OR TYPESCRIPT

PERSONAL PARTICULARS

Surname: _____

Forenames: _____

Address: _____

Town: _____ Postcode: _____

Home Telephone: _____

Mobile: _____

National Insurance Number: _____

EDUCATION

Subjects passed at 'O' Level/GCSE

Subjects passed at 'A' Level

Degrees or diplomas with dates and institutions attended

PROFESSIONAL QUALIFICATIONS

Name of professional body or bodies

(i) By Examination
Date and Result

(ii) By Election

PRESENT EMPLOYMENT (if any)

Name and Address
of present employer
(or last employer)

Tel Number

Post Held:

Grade

Duties of Post:

Date Appointed: _____ Present Salary: _____ Period of Notice: _____

VOLUNTARY SERVICE OR COMMUNITY WORK

Please give details of any voluntary service or community work that you have undertaken on an unpaid voluntary basis.

WORK EXPERIENCE

Please list, starting with the latest, any previous positions you have held, with a brief description of duties and dates.

EXPERIENCE RELEVANT TO THIS POST
Using the Personnel Specification, how do your skills, experience and abilities relate specifically to this post? (continue on separate sheet if necessary). <u>Please attach examples of previous work projects.</u>

REFEREES

Please name two referees (other than relatives or friends) who should have knowledge of you in a working/academic capacity, one of whom should be your current or most recent employer.

- 1 Name: _____
 Address: _____

 Telephone No: _____
 Position: _____
- 2 Name: _____
 Address: _____

 Telephone No: _____
 Position: _____

These referees may be approached if you are shortlisted for interview, unless you specify otherwise.

REHABILITATION OF OFFENDERS

Despite the provisions of Rehabilitation of Offenders (Northern Ireland) Order 1978 you must, because of the nature of Health and Personal Services work, disclose all information about convictions (if any) in a Court of Law, no matter when they occurred. In the event of employment, failure to disclose all previous convictions will result in dismissal or disciplinary action. All information will be treated in confidence and will only be taken into account when absolutely necessary.

Have you had any criminal convictions? **YES / NO**

If 'yes' give details: _____

MEDICAL HISTORY

Please give brief details and approximate dates of any periods of sickness during the past 2 years

Reason for Absence

Length of Absence from Work

DISABILITY

Do you consider yourself to have a disability (under the Disability Discrimination Act 1995) that would require adjustments for the selection process and in order to carry out the duties entailed in this post **YES/NO**

If your answer to the above is yes, please specify any adjustments required:

DRIVING LICENCE

Do you hold a current full driving licence? **YES / NO**

DECLARATION AND SIGNATURE

The foregoing particulars are complete and correct to the best of my knowledge and belief.

Warning: a candidate found to have knowingly given false information or have wilfully suppressed any material fact will be disqualified or, if appointed, dismissed. Only particulars containing all the information sought will be considered. Failure to complete the Equal Opportunities Monitoring section attached will result in your application being rejected.

Usual Signature: _____ Date: _____

**APPLICANTS SHOULD NOTE THAT ONLY INFORMATION CONTAINED ON THIS FORM WILL
BE CONSIDERED AT SHORT LISTING STAGE**

Please state how you became aware of this vacancy:
