



APPLICATION FOR EMPLOYMENT

Position	Finance Officer
Contract	Permanent, 35 hours per week
Location	BCM Headquarters
Closing Date	Friday 26 May 2017 at 12 noon

Please complete the following Application Form and return it to us by post to:

**Belfast Central Mission, Grosvenor House,
5 Glengall Street, Belfast, BT12 5AD**

or by email to: jmccalmont@belfastcentralmission.org

Please ensure all relevant sections are completed. Incomplete Application Forms will not be considered for shortlisting.

Application Forms received after the stated closing date will not be considered for shortlisting.

For office use only

<i>Job Reference No.</i>	<i>17/HQFO05/4</i>
<i>Applicant Reference No.</i>	

APPLICATION FOR EMPLOYMENT

PERSONAL DETAILS

Surname											
Forename(s)											
Title											
Address											
Postcode											
Contact Telephone Numbers		Home									
		Mobile									
Email Address											
National Insurance Number											
Are you eligible to take up employment in the United Kingdom?		Yes <input type="checkbox"/> No <input type="checkbox"/>									
Do you require a work permit to enable you to work in the United Kingdom?		Yes <input type="checkbox"/> No <input type="checkbox"/>									
<i>Note: The successful candidate will be required to provide documentation to support his/her claim that they are entitled to work in the UK. This is required under sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (known as the 2006 Act). These rules came into force on 29 February 2008.</i>											
Do you have a full driving licence?		Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you a car owner?		Yes <input type="checkbox"/> No <input type="checkbox"/>					
Endorsements in the last 5 years?		Yes <input type="checkbox"/> No <input type="checkbox"/>		Number of points on current licence?							

REFEREES

ALL OFFERS OF EMPLOYMENT ARE SUBJECT TO RECEIPT OF TWO SATISFACTORY REFERENCES. Please name two referees, at least one of whom should have knowledge of your current/latest work and be in a supervisory/managerial capacity (RELATIVES, FRIENDS OR COLLEAGUES SHOULD NOT BE NAMED).

Referee 1			
Name		Company	
Address			
Email		Contact Number	
Capacity in which known to applicant			
Referee 2			
Name		Company	
Address			
Email		Contact Number	
Capacity in which known to applicant			

QUALIFICATIONS

EDUCATION

SCHOOL TYPE (e.g. technical, grammar)	SUBJECT	LEVEL	GRADE

FURTHER EDUCATION

COLLEGE / UNIVERSITY	SUBJECT	QUALIFICATION	GRADE

PROFESSIONAL QUALIFICATIONS/ MEMBERSHIP OF PROFESSIONAL BODIES

PROFESSIONAL BODY	QUALIFICATION/REGISTRATION OBTAINED	DATE OBTAINED	REGISTRATION NO. & EXPIRY DATE

Are you subject to any sanctions imposed by your professional body? Yes No

If yes, please give details using the space below

PRESENT/MOST RECENT EMPLOYMENT

Company	
Address	
Postcode	
Job Title	
Date Appointed	
Contract	Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Casual <input type="checkbox"/>
Present Salary	
Notice Required	
Leave Date (if applicable)	
Reason for Leaving/Looking for New Employment	
Main Duties	

PREVIOUS EMPLOYMENT

DATES FROM & TO	NAME & ADDRESS OF EMPLOYER	JOB TITLE	MAIN DUTIES	REASON FOR LEAVING

GAPS IN YOUR EMPLOYMENT

Please provide information of any gaps in your employment or education not covered in the previous section.

DATES FROM & TO	REASON

OTHER EMPLOYMENT

Please note any other employment you would continue with if you were to be successful in obtaining this position.

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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:

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ACCESS NORTHERN IRELAND

Access NI is a criminal history disclosure service established by the Government under Part V of the Police Act 1997. As an organisation using Access NI to help assess the suitability of applicants for positions of sensitivity and trust, BCM complies fully with Access NI's Code of Practice (copy available upon request).

Further information on Access NI and the Disclosure process can be found on www.nidirect.gov.uk/accessni or by calling the Access NI Helpline on 0300 200 7888.

If you have applied for a post with BCM which is a 'Regulated Activity' or giving you access to vulnerable groups, e.g. children, young people or adults, it is BCM policy and a legal requirement that we ask Access NI to carry out an Enhanced Disclosure of the successful candidate(s). This is to ensure that people who might be a risk to vulnerable groups are not appointed.

This information will be treated confidentially. Any matters revealed in the Disclosure Certificate will be discussed with the successful candidate and may result in the offer of employment being withdrawn.

After the final decision regarding recruitment is made, the information will be destroyed in line with BCM policy.

This information will be used only to assess the person's suitability for employment in so far as it is relevant. Candidates will be considered on merit and ability and not discriminated against unfairly.

DISCLOSURE OF CRIMINAL RECORD

SECTION 1 – FOR COMPLETION BY ALL APPLICANTS

Have you been involved or are you currently involved in any disciplinary action or legal proceedings which may undermine your standing ability to do the job?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If you have ticked 'yes' please provide details using the space below:

SECTION 2 – FOR COMPLETION BY APPLICANTS FOR GENERAL POSTS

As the nature of the post you are applying for is not exempt from the Rehabilitation of Offenders Legislation, i.e. positions that <u>DO NOT</u> involve working with vulnerable groups - children, young people and adults. You should declare 'unspent' convictions only.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Have you ever been convicted of a criminal offence ('Unspent' only)?

If yes, please give us details of all offences, penalties and dates using the space below. Give as much information as you can including the offence, the approximate date of the court hearing and the court which dealt with the matter.

SECTION 3 – FOR APPLICANTS FOR POSTS WORKING WITH VULNERABLE GROUPS – CHILDREN, YOUNG PEOPLE OR ADULTS

Defined as 'Excepted' by The Rehabilitation of Offenders (Exceptions) Order (NI) 1979 (amended 1987, 2001, 2003, 2009) or as a 'Regulated Activity' (as defined by The Safeguarding Vulnerable Groups (NI) Order 2007, you must declare <u>ALL</u> convictions, cautions, reprimands or final warnings on your criminal record both 'spent' and 'unspent.'	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Have you ever been convicted of a criminal offence or cautioned, reprimanded or given a final warning by the police? ('Spent' & 'Unspent')

If yes, please give us details of all offences, penalties and dates using the space below. Give as much information as you can, including if possible the offence, the approximate date of the court hearing and the court which dealt with the matter.

COMPETENCY FRAMEWORK

Please complete the following Competency Framework Section. Failure to complete this section will result in your Application Form not being considered. Please ensure that you use, where relevant, dates, timescales and specific examples of work you carried out to demonstrate how you meet each competency. Please only use the space provided below.

EXPERIENCE

- With examples (dates, times, results) demonstrate a minimum of 2 years' previous experience within a sales ledger environment

SKILLS

- With examples (dates, times, results) demonstrate excellent written and verbal communication skills.

SKILLS

- With examples (dates, times, results) demonstrate your experience of working with accounting software

SKILLS

- With examples (dates, times, results) demonstrate your Computer literacy with experience in Microsoft Office, including Excel, Word and Outlook

SKILLS

- With examples (dates, times, results) demonstrate excellent attention to detail with a proven ability to use own initiative

SKILLS

- With examples (dates, times, results) demonstrate your organisational & multitasking ability

SKILLS

- **With examples (dates, times, results) demonstrate ability to work to deadlines individually and as part of a team demonstrating commitment, hard work, enthusiasm, flexibility and a positive attitude**

DATA PROTECTION

The Data Protection Act 1998 ("The Act") sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act gives you certain rights.

Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application ("the information") will be used solely for the purpose of assessing your application.

UNSUCCESSFUL APPLICATIONS: if your application is unsuccessful/you choose not to accept any offer of employment we make, the information will not be held for longer than one year (in line with professional guidelines) after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our Equal Opportunities Monitoring obligations.

SUCCESSFUL APPLICATIONS: If your application is successful, the information will form part of your Personnel File and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent (see point 6 below).

DECLARATION

- I confirm that the information contained in this Application for Employment is complete and correct and that any untrue, omitted or misleading information will give my employer the right to disqualify my application or terminate any employment contract offered.*
- I agree that BCM reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.*
- I agree that should I be successful in this application, I or BCM will, if required, apply to Access Northern Ireland for an Enhanced Disclosure Certificate of criminal records, including 'spent' and 'unspent' convictions.*
- I agree that BCM may apply to my previous employers for references. I understand that should I fail to do so, or should the disclosure or reference not be to the satisfaction of BCM, any offer of employment may be withdrawn or my employment terminated.*
- I confirm there are no medical reasons which would stop me from carrying out the duties of the job.*
- I consent to the use of my personal information for the purpose and on terms as set out in the Data Protection section of this Application for Employment.*

Signed

Dated

How did you hear about this vacancy?

BCM Website Job Centre Online

Community NI Website NI Jobs Website

Internal Advertisement





For office use only

Job Ref. No.	
Applicant Ref. No.	

EQUAL OPPORTUNITIES MONITORING FORM

C O N F I D E N T I A L

We ask you to complete and return this Monitoring Form in the envelope provided or if you have downloaded the form that you return it in a sealed envelope marked 'Monitoring Confidential' along with your completed Application For Employment.

EQUALITY OF OPPORTUNITY

BCM recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

To demonstrate our commitment to equality of opportunity in employment, we need to monitor the age, community and ethnic background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998. We are therefore asking you to complete the questions below by ticking the appropriate box.

Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of Birth	
Religious Affiliation	I am a member of the Protestant community <input type="checkbox"/>
	I am a member of the Roman Catholic community <input type="checkbox"/>
	I am a member of neither the Protestant nor the Roman Catholic community <input type="checkbox"/>
Ethnic Origin	Bangladeshi <input type="checkbox"/> Black African <input type="checkbox"/> Black Caribbean <input type="checkbox"/>
	Black Other <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/>
	Irish Traveller <input type="checkbox"/> Pakistani <input type="checkbox"/> White <input type="checkbox"/>
	Mixed Ethnic Group <input type="checkbox"/> Please specify:
	Other <input type="checkbox"/> Please specify:

If you do not complete this questionnaire, we are encouraged to use the "residuary" method, which means that we can make a determination on the basis of personal information on file/application form.

Note: *It is a criminal offence under the legislation for a person to "give false information in connection with the preparation of the monitoring return."*