

APPLICATION FORM for Finance Administrator



Place of work - Scouts NI Headquarters, 109 Old Milltown Road, Belfast BT8 7SP

Complete this application form in black ink in your own handwriting and return by post, or hand deliver, to:
Admin Manager, Scouts NI, 109 Old Milltown Road, Belfast BT8 7SP
Closing date: Friday 10th May 2024 by 4.00 pm

A Curriculum Vitae or additional pages must not be submitted. 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. Late applications will not be accepted. Any alterations to this form will invalidate your application.

PERSONAL DETAILS

Dr/Mr/Mrs/Ms/Miss*	Forename(s)		Surname	
*Delete as appropriate				
Address				
			Postcode	
Contact Email Address			Daytime Contact Number(s)	
National Insurance Number				
Are you free to remain in and take up employment in the UK?				Yes <input type="checkbox"/> No <input type="checkbox"/>
What notice are you required to provide to your present employer?				

REFERENCES

Give the names, addresses and occupation of two referees. Prior consent of referees should be obtained. References must not be submitted with this form. Referees will only be contacted after interview and prior to any offer of employment. Note - Any family member or person involved in the recruitment process for the post for which you are currently applying cannot act as a referee.	
1. Character Referee	2. Professional Referee (Current/ recent employer)
Name	Name
Address	Address
Telephone Number	Telephone Number
Capacity in which you know this person	Capacity in which you know this person
Position Held	Position Held
Email Address	Email Address

DISABILITY

<p>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 carryout normal day to day activities”.</p>	
<p>Do you have a disability that requires reasonable adjustments to be made if you are called for interview or assessment?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If you consider yourself to have a disability, provide any relevant information about requirements that you may have so that reasonable arrangements can be made for your attendance at interview (if short-listed).</p>	
<p>Northern Ireland Scout Council (Scouts NI) welcomes applications from people with disabilities.</p>	

EDUCATION AND TRAINING

Post Primary School Education (for example GCSE/GCE etc)				
Subject	Level of Exam	Examining Body	Grade	Year Obtained

Main details of further education (include professional examinations)				
Establishment	Dates from – to	Subjects Studied	Qualifications/ Grades Obtained	Date Awarded

EMPLOYMENT

Present/Most Recent Employment

Present employer		Present post held	
Address		Date appointed	
		Current salary	
	Postcode	Temporary <input type="checkbox"/>	OR Permanent <input type="checkbox"/>
Date employment terminated (if applicable) and reason for leaving.			

Outline duties / responsibilities attached to present/most recent post.

EMPLOYMENT

Previous Employment/Experience (list most recent first). Ensure all post education time is accounted for ie. it should include periods of unemployment, self-employment, voluntary work etc.

Name and address of Employer/Organisation	Position held (Include details of salary if applicable)	Main duties of the role	Reason for leaving	Dates	
				From dd/mm/yy	To dd/mm/yy

GAPS IN EMPLOYMENT

Provide information below to explain any gaps in your employment history.

CRIMINAL CONVICTIONS

Have you ever been convicted of any criminal offence or are there any charges outstanding?

Yes No If Yes, provide details below.

It should be noted, that disclosure of a conviction does not necessarily debar an applicant from obtaining employment.

The position for which you are applying may give you substantial access to children or charitable funds. For that reason you are asked to answer the question above. Note that offences involving young people which would be regarded as 'spent' for other purposes **must** also be declared. In addition an AccessNI check will be carried out before your appointment is confirmed. This would disclose any spent convictions.

HEALTH

Provide details of ALL sickness absences during the past three years including dates and causes.

TRANSPORT

Do you hold a current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have access to a car or other suitable form of transport if necessary to meet the essential requirements of the post?	Yes <input type="checkbox"/> No <input type="checkbox"/>

ESSENTIAL CRITERIA

In this section applicants must present clear evidence to demonstrate how they meet each of the essential criteria, including relevant dates (as appropriate) and relevant examples. Ensure you only use the space provided.

Continue on next page, if necessary

ESSENTIAL CRITERIA *(continued)*

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Scouts NI
Fair Employment Monitoring Questionnaire

Ref: Finance Administrator

Private & Confidential

Introduction:

We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job. 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*.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. 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. 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 employment with us.

Community Background:

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

Please indicate the community to which you belong by ticking the appropriate box below:

I am a member of the Protestant community:

I am a member of the Roman Catholic community:

I am not a member of either the Protestant or the Roman Catholic communities:

If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.

Sex: Please indicate your sex by ticking the appropriate box below:

Male:

Female:

Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the *Fair Employment (Monitoring) Regulations (NI) 1999* to knowingly give false answers to these questions.

DATA PROTECTION

As a registered Data Controller, The Scout Association is committed to the Data Principles of the General Data Protection Regulation and the Data Protection Act 2018. By signing this application, I agree to The Scout Association during and beyond my Membership or involvement with the organisation:

- a) retaining my personal data to facilitate any present or potential future involvement with Scouting, in line with The Scout Association Data Protection and Data Retention Policy available at scouts.org.uk/dppolicy. In summary, 10 years after leaving The Scout Association, the data will be reduced to only include name, date of birth, awards, training records, events attended, roles and permits held, and any complaints in summary format. This remaining data will be retained for 100 years.
- b) retaining sensitive (special category) personal data regarding my religion or faith, disabilities, ethnicity, medical information and/or commission of offences or alleged offences, in line with The Scout Association Data Protection and Data Retention Policy available at scouts.org.uk/dppolicy. In summary, 10 years after leaving The Scout Association the data will be reduced to only include name, date of birth, awards, training records, events attended, roles and permits held, and any complaints in summary format. This remaining data will be retained for 100 years.
- c) carrying out checks into my suitability to carry out a role in Scouting, including obtaining references and a criminal record check (if relevant).
- d) understand that The Scout Association may use and store my sensitive (special category) data to fulfil their obligations to me.

I declare that I have not canvassed in any way and that the information contained in this form is true and accurate. I understand that canvassing and/or falsification of information could result in disqualification or dismissal.

Signature		Date	
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