**PLEASE READ THE APPLICANT PACK BEFORE COMPLETING THE APPLICATION FORM**

Please complete this form electronically using Arial size 12 font or in black ink, please do not adjust the formatting of this form in any way.

Please return this form by email to [monitoringofficer@nipso.org.uk](mailto:monitoringofficer@nipso.org.uk)

Application forms must be returned no later than **12 noon Friday 9th June 2023. Please note that applications received after the closing date will not be accepted.**

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| **Personal Details** | | | |
| **Title (Mr/Mrs/Miss/Dr/etc):** | | **Forename:** | **Surname:** |
| **Full Address:** | | | |
| **Home Phone Number:** | **Mobile Number:** | | |
| **Email Address (if multiple specified preferred):** | | | |
| **National Insurance Number:** | | | |

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| **Education and Qualifications** | | | |
| **Level of Qualification**  (e.g. GCSE/ A Level/ Degree) | **Subject/Name of Course** | **Grade**  **Attained** | **Year** |
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| **Professional Qualifications** | | |
| **Date** | **Training/Course** | **Qualifications** |
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| **Membership of Professional Institutions/Associations** (Include Grade of Membership)**:** | | |

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| **Employment History**  This section should contain an outline of your career, starting with your current/most recent employment. | | | | | | |
| **Name and Address of Employer** | **Dates of Employment**  (\*\*/\*\*/\*\*)  From To | | **Job Title** | | **Final Salary** | |
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| **Principal Duties of Present Post:** | | | | | | |
| **Please use separate continuation sheet if necessary** | | | | | | | |
| **Name and Address of Employer** | **Dates of Employment**  (\*\*/\*\*/\*\*)  From To | **Job Title and Briefly Main Duties** | | **Final Salary** | | **Reason for Leaving** | |
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| * **1 Essential Criteria –** A minimum of 5 GCSEs (Grades A-C) or equivalent including English Language and Mathematics   **And**   * Two years’ experience of providing administrative support within a finance environment; * Experience in the use of Sage Accounts or similar accounting software primarily for the processing of payments and posting of transactions. |
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| **2 Essential Criteria –** Organisational and planning skills and the ability to work under pressure to tight timescales and manage competing work priorities. |
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| **3 Essential Criteria –** Proficiency in the use of Microsoft Office products, particularly MS Word and Excel, to extract information and produce reports. |
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| **4 Essential Criteria-** Experience in the production of bank reconciliations. |
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| **5 Desirable Criteria** - A qualification in business, finance, accounting or related discipline. |

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| **6 Desirable Criteria** - Experience of working in a public sector administration or finance role. |

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| **Reasonable Adjustments** | | |
| **Do you have a disability as defined under the Disability Discrimination Act 1995?** | **YES** | **NO** |
| **If ‘Yes’, are there any reasonable adjustments that can be made to assist you in your application or with our recruitment process?** | | |

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| **Work Status** | | |
| **Do you have the right to work in the UK?**  Note: Under the terms of the Immigration, Asylum and Nationality Act 2006, we are required to make basic checks on everyone we intend to employ. You will be required to provide evidence of this before an offer of employment can be confirmed. | **YES** | **NO** |

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| **Convictions and Conflicts of Interest** | | |
| **Do you have any criminal convictions which are unspent in accordance with the Rehabilitation of Offenders (NI) Order 1978?** | **YES** | **NO** |
| **If ‘yes’, please provide details of any convictions, offences, penalties and the corresponding dates:** | | |
| **Please declare any other non-conviction information that may have a bearing on your suitability for appointment:** | | |
| **Are you aware of any police enquiries undertaken following allegations made against you which may have a bearing on your suitability for this post?** | **YES** | **NO** |
| **If ‘yes’, please provide details of any convictions below:** | | |
| **Given the breadth of the Ombudsman’s jurisdiction (namely her role in investigating complaints about all public service providers in Northern Ireland), it is important that any actual or perceived conflicts of interest are declared by you. Do you have any actual or perceived conflicts of interest?** | **YES** | **NO** |
| **If ‘yes’, please provide details of below:** | | |

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| **Additional Information** | | |
| **Length of notice you are required to give:** | | |
| **Are you related by blood, marriage, civil partnership or co-habitation to a member of staff currently employed by the Northern Ireland Public Services Ombudsman?** | **YES** | **NO** |
| **If ‘Yes’, please state the name and relationship:** | | |

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| **Advertising Strategy** |
| **In order to monitor the effectiveness of our advertising strategy, please indicate how you first became aware of this vacancy?** |

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| **Declaration** |
| I confirm that the information I have provided on this application form is true and accurate.  I understand that deliberate falsification of factual information may prejudice my application, lead to an offer of appointment being withdrawn or, if appointed to dismissal.  I understand that the information will be retained for administration purposes and in compliance with GDPR and the Data Protection Act 2018.  Signature (Electronic):  **Date:** |