

Please complete and return this form on or before the date and time specified in the Information Pack. Late applications will not be accepted. Shortlisting for interview will be based on the information which you provide on this form, so you should ensure that you demonstrate fully how you meet the essential and desirable criteria. Please type or complete the forms in black ink to assist with photocopying. PLEASE NOTE THAT THIS FORM REQUIRES ADOBE READER.

Part 1: Your Personal Details

Title:			
Forename:			
Surname:			
Home Address:			
Telephone:		Mobile:	
Email:			
Work Address: (if applicable)			
Job Title (if applicable)			
Telephone:		Mobile:	
Email:			

Part 2: References

Please name two referees (not relatives), at least one of whom should be a business / professional contact.

Title:	
Name:	
Occupation:	
Address:	
Telephone:	
Email:	

Title:	
Name:	
Occupation:	
Address:	
Telephone:	
Email:	

Part 3: Relevant Experience

Please give us details of relevant employment and experience starting with the most recent. You may continue on additional sheets as necessary. Please make sure they are numbered and clearly marked with your name.

Name of Organisation (if applicable)		
Position Held		
Dates	From:	To:
Main Duties & Responsibilities:		

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Position Held		
Dates	From:	To:
Main Duties & Responsibilities:		

Part 4: Essential Criteria

Criteria 1 – Committed to the values of social work as set out in the NISCC Standards of Conduct and Practice

Criteria 2 - Social work qualification and be registered, or eligible to be registered, on the social work part of the NISCC Register

Criteria 3 - Established track record of service and experience of leadership and management in a public service, voluntary, charitable, educational or commercial social work or social care organisation. That experience should include involvement in strategic planning and decision making.

Criteria 4 – Leadership and motivational skills to inspire confidence for the future

Criteria 5 - Ability to inspire a shared purpose and encourage a group of individuals from a number of organisations and institutions to work together and to collaborate to produce agreed solutions

Criteria 6 - An understanding of good governance systems and a commitment to promoting member involvement in governance

Criteria 7 - A personal style that creates a safe environment and enables issues to be discussed frankly and coherently

Criteria 8 - Sound and confident communication skills

Criteria 9 - Interpersonal skills and ability to develop good relationships and partnership capability

Criteria 10 - An ability to set clear performance goals and support individuals and teams to take responsibility for results

Criteria 11 - The capacity to absorb and analyse information speedily and to creatively apply fresh approaches to improve current ways of working

Criteria 12 - A broad perspective as well as the ability to think strategically across systems

Criteria 13 - The ability to work and behave in a non-discriminatory way in all aspects of the Degree Partnership's activities

Criteria 14 - A capacity / ability to achieve consensus on complex inter agency /organisational issues

Criteria 15 – 24 – Commitment; enthusiasm, drive and determination; sensitivity and diplomacy; flexibility and responsiveness; decisiveness; openness; probity, independence and integrity; vision; patience and tolerance

Part 5: Desirable Criteria

Criteria 1 - Experience in the field of education, training or development

Criteria 2 - Experience of social care issues in a voluntary capacity or as a service user or carer, or as an advocate for users or carers of social care services

Part 6: Driving Licence

Please confirm that you possess a full current driving licence and / or** have access to a form of transport which will permit you to carry out the duties of the post in full.

Yes / No

(this relates only to any applicant who has declared that they have a disability which debars them from driving)**

Part 7: Disqualification

Have you read and understood the Disqualification Criteria as set out in the Information Pack?

Yes / No

Do you confirm that you are eligible to apply for this appointment?

Yes / No

Part 8: Referrals / Convictions / Offences

Have you ever been subject to fitness to practise proceedings while registered with a professional regulator (e.g. NISCC, NMC, HCPC, GMC etc.)?

Yes / No

If yes, please provide full details.

Have you ever been referred to the Independent Safeguarding Authority as a result of misconduct involving children and / or vulnerable adults?

Yes / No

If yes, please provide full details.

Under the Rehabilitation of Offenders (Exceptions) Order Northern Ireland 1979, the HSC is included in the list of excepted employers. As such, all criminal convictions may never be regarded as spent and must be disclosed when applying for a post. It is necessary therefore to ask the following questions:

Have you ever been convicted of a criminal offence?

Yes / No

Are you currently the subject of police investigation or do you have any prosecutions pending?

Yes / No

List below details of ALL charges, prosecutions, convictions, cautions, bind-over orders – even if they happened a long time ago. You must include any minor matters, any road traffic offences or motoring offences and any which may be pending.

Having a conviction will not necessarily affect your application.

Part 9: Disability

We are keen to recruit people with disabilities who have the necessary skills.

Do you consider yourself to have a disability which is relevant to your application?	Yes / No
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If yes, do you require any specific arrangements to be made if invited to interview? (you do not need to state them here)	Yes / No
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People with a disability who meet the criteria in the personnel specification will be short listed for interview. Please contact Mrs Caroline Cumberland on 028 9536 2931 if you need us to make particular arrangements for completing the application form, the interview or any reasonable adjustments that would need to be made if your application is successful.

Part 9: Declaration

I confirm that to the best of my knowledge the above information is correct. I understand that providing deliberately false information could lead to the termination of my appointment.

Signature:

Date:

This form should be completed and returned with the Equal Opportunities monitoring form to:

Email: niscc.committee@hscni.net

Post: Committee Manager
Northern Ireland Social Care Council
7th Floor Millennium House
19 – 25 Great Victoria Street
Belfast
BT2 7AQ

The closing date and time for applications is

Friday 20 October 2017 at 4 pm.

The information on this application form will be held securely both manually and on NISCC's computer database and will not be divulged to anyone outside the organisation. Information on successful candidates may be held indefinitely. Information on unsuccessful candidates will be held for up to one year.

We reserve the right to verify the information you have provided and to seek information from other sources.