

Monitoring Ref: (Invest NI use only)

**COMMUNICATIONS ASSISTANT – UNDERGRADUATE PLACEMENT (CA/20)**

**APPLICANT NAME:**

**Applicants must clearly outline on their application forms how their experience meets each of the essential criteria.**

**To ensure equality of opportunity for all applicants:**

* The criteria boxes must **not** be extended to supplement answers. Invest NI reserves the right to reject applications that are illegible.
* CVs or any other supplementary material in addition to completed application forms will not be accepted.
* Applications should be completed in Arial size 10 font.
* Incomplete applications will not be considered.
* Applications by fax are not acceptable unless by prior agreement with HR.
* Please note the monitoring form is regarded as part of your application and should be completed and returned with your application form. Invest NI is an Equal Opportunities Employer.
* Please note that the Job Applicant Privacy Notice is regarded as part of your application and therefore the Declaration Section of this application form should be completed. Failure to do so will prevent Invest NI from being able to process the information contained in your application form and Invest NI will have to make a decision on whether or not to recruit you in the absence of that information.
* If you have a disability as defined by the Disability Discrimination Act 1995 (and any subsequent amendments) and this precludes you from completing this application form and / or submitting it by the closing date, please contact Invest NI’s Human Resources Department on Tel: 028 9069 8783 or for alternative arrangements and / or reasonable adjustments.

**Please return completed form to:**

Due to the current Covid-19 situation, we can only accept email application forms. Please return completed forms to: [monitoringofficer@investni.com](mailto:monitoringofficer@investni.com)

Contact number: (028) 9069 8321

Text Relay: 18001 9069 8321

If you are calling using Text Relay from outside the UK please call: +44 151 494 1260 028 9069 **8321**

When submitting your completed application form electronically, you must ensure that it is sent via email as an attachment (either as a PDF or Microsoft Word document only). Forms sent via any other online method or converted into any other digital format, or which Invest NI deems unsafe to open, will not be accepted.

Completed application forms must be received no later than **12 noon BST on Friday 5th June 2020**.

Applications received after this time and date will not be considered.

Invest NI is an Equal Opportunity Employer

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Title (Mr/Mrs/Ms etc) | Surname | Forename(s) (Please underline name by which you are known) |
|  |  |  |
| Address | Home Tel No | Work Tel No |
|  |  |  |
|  | E-Mail Address |
|  |  |
| Postcode | Do you hold a current full driving licence?  (YES/NO) | Do you have the use of a vehicle for business purposes **OR** have access to a form of transport which will enable you to meet the requirements of the post in full? (YES/NO) |
|  |  |  |

**EDUCATION & QUALIFICATIONS**

Secondary level and further and higher education.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| From | To | Type of School/College/University attended | Subject | Examinations Passed | | |
| Level | Grade | Date |

**Membership of professional institutions/associations**

**CAREER HISTORY**

Please outline your career to date beginning with the most recent. Please provide details of any other employment by continuing on a separate sheet if necessary

|  |  |  |
| --- | --- | --- |
| Name of Current Employer | Nature of Organisation and Business Sector | Approximate Annual Turnover and Headcount |
|  |  |  |
| Title of Position(s) Held | Job Title of Line Manager(s) | Dates (Month and Year)  From -To |
|  |  |  |
| Principal Duties of Post(s) Held | | |

|  |  |  |
| --- | --- | --- |
| Name of Previous Employer | Nature of Organisation and Business Sector | Approximate Annual Turnover and Headcount |
|  |  |  |
| Title of Position(s) Held | Job Title of Line Manager(s) | Dates (Month and Year)  From -To |
|  |  |  |
| Principal Duties of Post(s) Held and Reasons for Leaving | | |

|  |  |  |
| --- | --- | --- |
| Name of Previous Employer | Nature of Organisation and Business Sector | Approximate Annual Turnover and Headcount |
|  |  |  |
| Title of Position(s) Held | Job Title of Line Manager(s) | Dates (Month and Year)  From -To |
|  |  |  |
| Principal Duties of Post(s) Held and Reasons for Leaving | | |

|  |  |  |
| --- | --- | --- |
| Name of Previous Employer | Nature of Organisation and Business Sector | Approximate Annual Turnover and Headcount |
|  |  |  |
| Title of Position(s) Held | Job Title of Line Manager(s) | Dates (Month and Year)  From -To |
|  |  |  |
| Principal Duties of Post(s) Held and Reasons for Leaving | | |

**SELECTION CRITERIA**

Candidates should refer to the criteria contained in Information for Applicants pack which are deemed essential for the role.

To assist in the completion of the application form, the following key points should be considered.

* The shortlisting panel will not make assumptions from the title of the applicant’s post or the nature of the organisation as to the skills and experience gained, and it is not appropriate simply to list the various posts that an applicant has held.
* In each section, candidates should provide evidence through **specific examples** to illustrate how they meet the particular experience, understanding, knowledge and qualities sought in the criteria. Responses should make reference to the applicant’s specific role, objective, contribution and the outcome.

Candidate responses therefore must clearly explain how the evidence provided demonstrates their experience against the criteria.

**Candidates are reminded that the allocated space for responses must not be extended to supplement answers**

**Application forms which do not provide the necessary detailed information in relation to the knowledge, skills and experience required will be rejected.**

**Candidates are reminded that the allocated space for responses must not be extended to supplement answers**

**CRITERIA 1. Please provide evidence of your relevant experience in the following areas:**

Currently (not in final year) studying a marketing communications degree. IT Literacy and ability to use Microsoft Word, Excel, PowerPoint and Outlook to prepare formal and professional documents.

**Please state the course you are studying and current year**

**Microsoft Word**

**Microsoft Excel**

**Microsoft PowerPoint**

**Microsoft Outlook**

**Candidates are reminded that the allocated space for responses must not be extended to supplement answers**

**CRITERIA 2 Please provide a recent example of how you successfully co-ordinated various projects.** In your response you must outline how you managed changing priorities and co-ordinated various projects which ensured you delivered on deadlines.

Guidance

**MOBILITY**

Invest NI is aware that some people with disabilities may not be able to hold a current full driving licence. If you do not possess a current full driving licence or do not have the use of a vehicle for business purposes, please demonstrate how you can fulfil the mobility requirements for the post for which you are applying.

**Other Relevant Information**

Include any other information, which you believe is relevant to your application for this post

**Referees**

Please supply details of two referees, which should normally be work related, and at least one of which should be your current (most recent if unemployed) manager/supervisor and have knowledge of your present work.

|  |  |
| --- | --- |
| Name | Name |
| Position | Position |
| Address | Address |
| Tel No | Tel No |
| Nature of Relationship | Nature of Relationship |
| Email address: | Email address: |

**Interview Arrangements**

**Additional Information**

|  |  |  |
| --- | --- | --- |
| Current/Most Recent Salary |  | |
| Date of last salary increase | Date next increase due | Bonuses Payable |
|  |  |  |
| Substantial benefits |  | |
| Length of Notice |  | |

**DECLARATION**

I declare that the foregoing particulars are complete and correct to the best of

my knowledge and belief.

I consent to Invest NI organising for a Criminal Record Check to be carried out

by Access NI if my application for this post is successful.

I confirm that I have read the enclosed Job Applicant Privacy Notice and understand

what personal data Invest NI will hold about me and how that personal data is

to be collected and used during and after the recruitment process.

Signed

Date

**Applications should be emailed to** [**monitoringofficer@investni.com**](mailto:monitoringofficer@investni.com)**. Please see page 2 for information on acceptable formats of electronic submission.**

**When submitting your application electronically, ticking the boxes above will be taken in lieu of signature.**

**Please note: When submitting your application form via email, you should receive an automated response from monitoringofficer@investni.com confirming the receipt of your email. If you do not receive this automated response within 24 hours, please contact a member of the Human Resources Team on 028 9069 8321 to confirm receipt**

**WARNING:** Any candidate found to have knowingly given false information, or to have wilfully suppressed any material fact will be liable to disqualification, or if appointed, to dismissal.

Completed application forms must be received no later than **12 noon BST on Friday 5th June 2020.**

**Applications received after this time and date will not be considered.**