###### **ITI Logo Colour**

###### **Application Form**

###### **Post: Chief Executive Reference: ITI/CE/12/**

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| Notes – Please read before completing the application form |

* Applicants should submit this form only; supplementary material such as CV’s will not be considered.
* You should use this form to highlight relevant and appropriate experience given the essential and desirable criteria outlined in the job description.
* Applications should be completed in **BLOCK LETTERS** using **BLACK INK (either hand-written or typed).**
* **Candidates are reminded that the allocated space for responses must not be extended to supplement answers.**
* Please return completed form to:

Joanne Murphy Sally Bowles

PwC PwC

Waterfront Plaza One Spencer Dock

8 Laganbank Road North Wall Quay

Belfast, BT1 3LR Dublin 1

Email: [joanne.murphy@uk.pwc.com](mailto:joanne.murphy@uk.pwc.com) **OR** Email: [sally.j.bowles@ie.pwc.com](mailto:sally.j.bowles@ie.pwc.com)

* Completed applications must be returned by **4.00pm on Monday 23rd April 2012. Email submissions on/before the closing date must be followed up by a signed hard copy version within 5 working days of the closing date.**

**PART A:**

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| **1. Personal details** (Block letters) |

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| --- | --- | --- | --- |
| Surname: | Forenames:(Please underline name  by which you are known) | | Title:(Mr/Mrs/Ms/Dr) |
| Address for Correspondence:  Postcode: | | Telephone Numbers: (Please provide a number at which you can be contacted in relation to your application)  Home:  Mobile:  Office:  E-mail: | |

**PART B:**

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| **2. Education and qualifications ITI/CE/12/** |

##### Secondary level and further and higher education

|  |  |
| --- | --- |
| Type of School  (e.g. Grammar, Secondary etc) | Qualifications: subjects, grades/classifications |
|  |  |

Other professional qualifications:

|  |  |
| --- | --- |
| Course | Qualifications |
|  |  |
| **3. Employment History ITI/CE/12/** | | |

This section should contain an outline of your career in the last 10 years, starting with your current/most recent employment. Please continue on a separate sheet if required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer Name and Nature of Organisation | Position Held | Dates  (Month and Year)  From To | | Career Narrative  (Job Title, reporting structure, number and type of employees managed, key duties, etc,) |
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| **4. Referees ITI/CE/12** |

Please give the names and addresses of two referees, one of whom should be your current employer. Referees will not be contacted until a provisional offer is made.

|  |  |
| --- | --- |
| Name | |
| Address | |
|  | Postcode |
| Tel. No. | Fax no.  (if possible) |

|  |  |
| --- | --- |
| Name | |
| Address | |
|  | Postcode |
| Tel. No. | Fax no.  (if possible) |

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| **5. Interview Arrangements** |

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| Please provide details of any special arrangements in relation to either communications or access which you may require at the interview location? |

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| **6. Additional Information** |

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| Current/most recent salary: (the successful candidate will be asked to provide copies of their last 3 payslips) | | |
| Length of Notice: | When could you be available? | |
| **6. Additional Information (continued) ITI/CE/12** | |

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| Do you have any criminal convictions, which are not regarded as spent under the Rehabilitation of Offenders (NI) Order 1978?  Yes  No  If ‘yes’, please provide details of unspent convictions below: |

This post will require travel on a regular basis across the island and individuals must have access to a suitable form of transport to meet the requirement of the job:

Please indicate whether you meet this requirement:

Yes

No

WHERE DID YOU HEAR ABOUT THIS VACANCY:

Newsletter

Belfast Telegraph

Irish News

Irish Times

Sunday Independent

InterTradeIreland Web site

IrishJobs.ie or NiJobs.com

Other web site

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| **7. Information for Sifting Purposes ITI/CE/12** |

In this section we would like you to provide information which will aid the sifting process. In each of the following sections please state how you meet the particular experience, understanding, knowledge and qualities sought, giving a least one example from your work experience and specifying dates as appropriate. **Please ensure this section of the form is completed fully and thoroughly to aid selection decision making and that you have referred to the information provided in the InterTradeIreland Guide for Applicants – Person Specification, Job Description and Competencies, when providing your answers.**

**\*Senior management level/experience** is defined as ‘working or reporting directly to individuals at CEO level (or the next level) or equivalent, or managing a team where the role includes making decisions affecting strategic issues. It should include experience of interacting at Board level.

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| **Eligibility Criteria 1:**  Please provide details of your degree qualification or equivalent third level qualification. |

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| **AND**  Demonstrate a minimum of 5 years \***senior management experience** working within the public sector business development arena or in a commercial private sector organisation. You may attach a one page organisation chart in support of your answer. | |
| **7. Information for Sifting Purposes ITI/CE/12** | |

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| **Eligibility Criteria 2:**  Please provide an example(s), which demonstrates your comprehensive understanding of SME’s and the issues affecting them in each jurisdiction (NI and RoI). |

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| **7. Information for Sifting Purposes ITI/CE/12** |

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| **Eligibility Criteria 3:**  Please provide an example(s), which demonstrates your proven ability to assess situations from a commercial perspective, including a working knowledge of the factors that influence business success. |

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| **7. Information for Sifting Purposes ITI/CE/12** |

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| **Eligibility Criteria 4:**  Please provide an example(s), which demonstrates your proven experience of contributing to the development of strategy to successfully deliver the aims and objectives of an organisation at **\*senior management level**. |

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| **7. Information for Sifting Purposes ITI/CE/12** |

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| **Eligibility Criteria 5:**  Please provide an example(s), which demonstrates your proven ability of effectively managing budgetary requirements within an organisation. |
| **8. Conflict of Interest ITI/CE/12** |

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| Have you, or your immediate family, any interests which might be construed as being in conflict with the appointment for which you have applied, and might, in future, be raised in public?  No  Yes    If yes, please provide details. |

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| **9. Declaration ITI/CE/12** |

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| The statements given by me on this application are to the best of my knowledge and belief true. I understand that deliberate falsification of factual information may prejudice my application or lead to an offer of appointment being withdrawn.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |



## MONITORING INFORMATION

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### Monitoring Reference Number: ITI/CE/12/

#### **FOR MONITORING PURPOSES ONLY**

InterTradeIreland monitors the applications it receives for jobs in order to ensure that their recruitment practices promote equality of opportunity.

This information will be treated in the strictest confidence and protected from misuse, and will not form part of your application. It will be used only for the purpose of monitoring our equal opportunity employment policy.

**Please indicate your religion or the religion to which you would be perceived to 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 a member of neither the Protestant nor the Roman

Catholic Community

Please indicate your gender by ticking the appropriate box below:

Male

Female

Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has a physical or mental impairment which has substantial and long-term adverse effect on his/her ability to carry out normal day to day activities.

**Do you consider that you meet this definition of disability?**

Yes

No

If YES please state the nature

or effects of your disability \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| **Please describe your ethnic origin by ticking the appropriate box below:** | | | | | |
|  |  |  |  |  |  |
| White |  |  | Indian |  |  |
|  |  |  |  |  |  |
| Irish Traveller |  |  | Pakistani |  |  |
|  |  |  |  |  |  |
| Black – Caribbean |  |  | Bangladeshi |  |  |
|  |  |  |  |  |  |
| Black - African |  |  | Chinese |  |  |
|  |  |  |  |  |  |
| Black – Other (please specify) |  |  |  |  |  |
|  |  |  |  |  |  |
| Other (please specify) |  |  |  |  |  |
|  |  |  |  |  |  |

THANK YOU