

# Central Personnel Group

## Interchange Unit

### Candidate Proforma

The following information will enable the host organisation to select the most appropriate candidate for the specified opportunity.

**Title of Opportunity**  
(Please include Reference Number IC - /- -)

#### 1. Candidate details

Name

Job title

Organisation/  
Department

Address

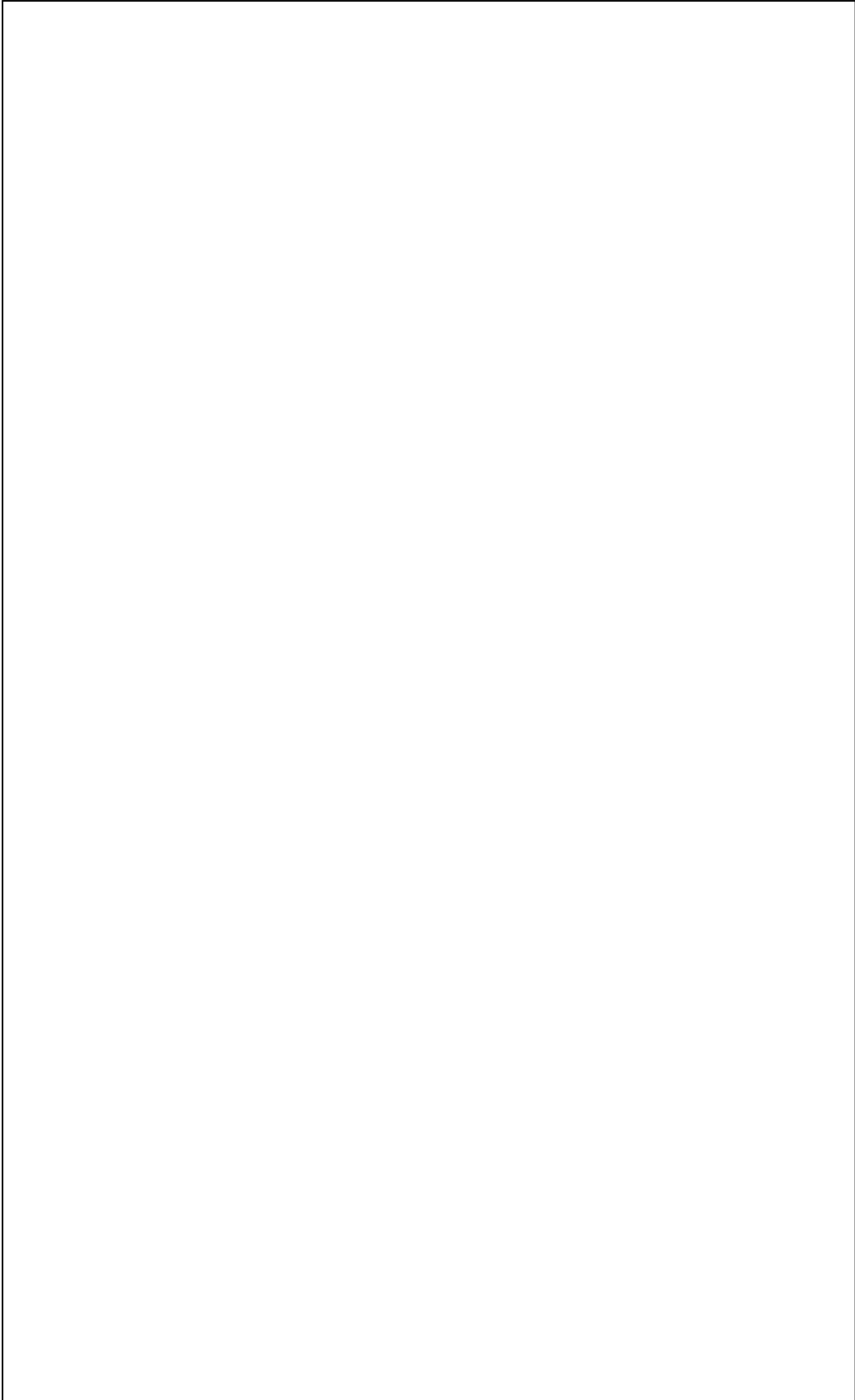
Telephone number  Fax number

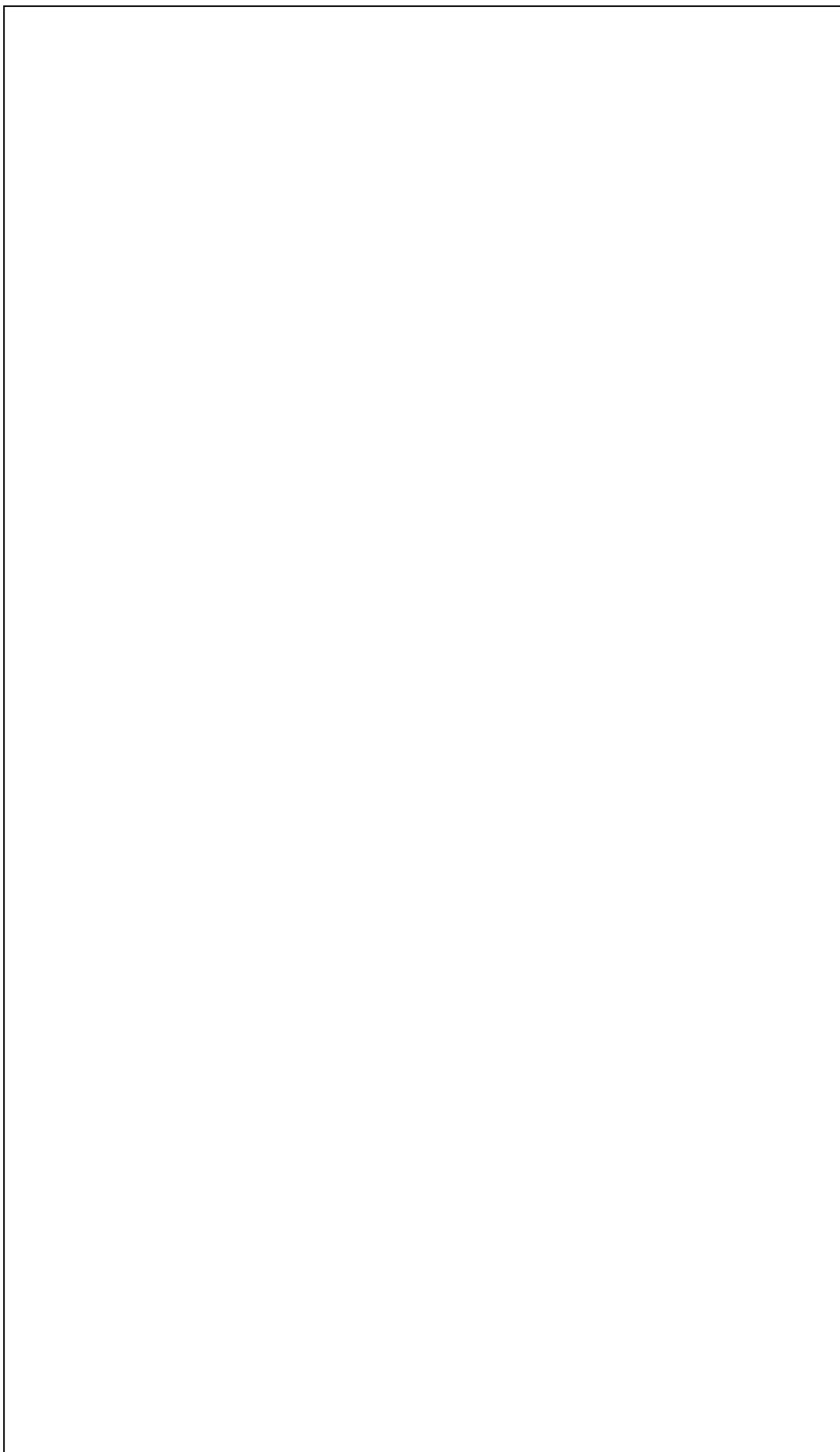
E-mail

Name of your  
Interchange  
Manager

**2. Please give a brief summary below of your career history to date, including all specific dates (in no more than 500 words) or attach a short CV (no more than 1 side of an A4 sheet)**

**3. Please demonstrate how you meet the skills requirements identified for the post. Using no more than 1000 words in total, candidates should address each skill requirement individually**

A large, empty rectangular box with a thin black border, intended for the candidate to write their response to the question above. The box occupies most of the page's vertical space.



**4. What contribution will your participation on the Interchange Opportunity make to your personal development?**

**5. What contribution will your participation on the Interchange Opportunity make to your Organisation/Department's business objectives/branch plans?**

**Candidate signature**

Signed

Date

**You have completed your part of the Candidate Proforma. Your Line Manager must now complete Section 6.**

**6. For completion by Individual's Line Manager**

Please provide details of how the individual's participation on the Interchange Opportunity will be of benefit to your Organisation/Department?

Are you prepared to release the individual for the time required? Yes  No

**Line Manager Signature**

Signed

E-mail

Date

**You have completed your part of the Candidate Proforma. Please forward to your Interchange Manager.**

**7. For completion by the Individual's Interchange Manager.**

**Once you have checked that the Candidate Proforma has been fully completed by the candidate and Line Manager please enter your contact information and sign below.**

**Interchange Manager Signature**

Signed

E-mail

Address

Telephone

Date

Please e-mail completed form to [applications.cpg@dfpni.gov.uk](mailto:applications.cpg@dfpni.gov.uk)

**Information for candidates:**

**It is the responsibility of the candidate to ensure that the completed proforma is sent to their Interchange Manager in sufficient time to allow for endorsement and forwarding to [applications.cpg@dfpni.gov.uk](mailto:applications.cpg@dfpni.gov.uk) to meet the specified closing date.**

**LATE APPLICATIONS WILL NOT BE CONSIDERED.**

**You should only apply if you intend to take it up this opportunity, should you be successful. Withdrawal after offer is unfair to other candidates and causes a great deal of unnecessary work.**