NI INTERCHANGE SCHEME

**Candidate Proforma**

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

**Ref: I/C 27/25:** Principal Legal Officer, Departmental Solicitor's Office, DoF

# Title of

**Opportunity**

**(Please include Reference**

**Number IC - -/- -)**

1. **Candidate details**

Name

Job title

Organisation/

Department

Address

Telephone

Number

E-mail

1. **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).**

|  |
| --- |
|  |

1. **Please demonstrate how you meet the skills requirements identified for the post, also confirming that you have access to a suitable form of transport (if required for the post). Using no more than 1000 words in total, candidates should address:**
   1. **Confirm you hold a professional legal qualification as a solicitor or barrister**
   2. **Confirm you have been gained more than 3 years’ post graduate experience working as a solicitor or barrister**
   3. **Demonstrate your working knowledge of at least one of the following 4 areas of law; Social Security, Housing, Local Government or Charity Law.**

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

1. **Candidate / GDPR**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

**To allow your application to be considered you must confirm that you have read the NICSHR privacy notice available here <**[**https://www.finance-ni.gov.uk/publications/nics-hr-privacy-notice**](https://www.finance-ni.gov.uk/publications/nics-hr-privacy-notice)**> by ticking this box:**

|  |
| --- |
|  |

**You have completed your part of the Candidate Proforma. Your Line Manager must now complete Section 7.**

1. **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 (for Interchange Partner organisations) or Business Area (for NICS Staff).**

1. **For completion by the Individual’s Interchange Manager (usually your organisations’s HR department)**

**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.**

**In endorsing this application you are confirming that the applicant will have a permanent post to return to with your organisation at the end of the secondment period in the event this application is successful.**

|  |
| --- |
|  |

**Signed**

|  |
| --- |
|  |

**Email**

|  |
| --- |
|  |

**Address**

|  |
| --- |
|  |

**Tel**

|  |
| --- |
|  |

**Date**

**Information for candidates:**

**It is the responsibility of the candidate to ensure that the completed proforma is sent to their Interchange Manager / Business Area in sufficient time to allow for endorsement.**

**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.**

**Closing Date: Applications from employees of Interchange member organisations must be submitted by Noon on Friday 13th June, 2025 to:**

[**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)