NICS HR

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

 E-mail

**Applications from Full-Time and Part-Time staff will be considered. Please indicate below which role you would wish to be considered for.**

|  |  |
| --- | --- |
|  | 16 week (Full-time) |
|  | 16 week (Part-time) |

1. Please indicate which locations would suit you best **in order of preference (1 to 3). It is recommended that you select a minimum of 3 locations.** If more than one location exists for your chosen preferences, please highlight which is your preferred location.  The Prince’s Trust has been oversubscribed in previous applications for some locations and it may not be possible to give you your preferred location.

|  |  |
| --- | --- |
|  | Southern Regional College (Newry) |
|  | Southern Regional College (Lurgan) |
|  | South Eastern Regional College (Newtownards) |
|  | Belfast Metropolitan College (North Belfast, Girdwood Community Hub) |
|  | South West College (Enniskillen) |
|  | South West College (Omagh) |
|  | South West College (Cookstown) |
|  | North West Regional College (Limavady) |
|  | North West Regional College (Derry/Londonderry) |
|  | Northern Regional College (Newtownabbey) |
|  | Northern Regional College (Antrim) |
|  | Northern Regional College (Coleraine) |
|  | Community Based Programme (Colin Glen Trust, West Belfast) |
|  | Community Based Programme (Oasis Caring in Action, East Belfast) |

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)**
2. **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**
3. **What contribution will your participation on the Interchange Opportunity make to your personal development?**
4. **What contribution will your participation on the Interchange Opportunity make to your Organisation/Department’s business objectives/branch plans?**
5. **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 / Business Area.**

**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 (Interchange Partner organisations) / Business Area (NICS staff)**

Signed

 E-mail

 Address

 Telephone

 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.**