

**Monitoring Ref: (Invest NI use only):**

**HR ASSISTANT UNDERGRADUATE PLACEMENTS (STU2/24)**

**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.
* 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.
* 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 8319 or for alternative arrangements and / or reasonable adjustments.

**We can only accept applications online via email. Please return completed form to:** [monitoringofficer@investni.com](mailto:monitoringofficer@investni.com)

If you are calling using Text Relay from outside the UK please call: +44 151 494 1260 028 90698234.

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 GMT Friday 26th April 2024.**

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

**Invest NI is an Equal Opportunity Employer**

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

**Invest NI is an Equal Opportunity Employer**

**Personal Details**

|  |  |
| --- | --- |
| Full Name – Forename and Surname (Please also indicate the name by which you wish to be addressed) | |
|  | |
| Address | Mobile Number |
|  |  |
| E-Mail Address |
|  |

**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 history, beginning with the most recent.

|  |  |  |
| --- | --- | --- |
| Current employer | Type of Organisation and Sector | |
|  |  | |
| Your role | Reporting to | Employment dates |
|  |  |  |
| In **bullet point format,** please outline the key responsibilities of the role. | | |

|  |  |  |
| --- | --- | --- |
| Previous employer | Type of Organisation and Sector | |
|  |  | |
| Your role | Reporting to | Employment dates |
|  |  |  |
| In **bullet point format** please outline the key responsibilities of the role. | | |

|  |  |  |
| --- | --- | --- |
| Previous employer | Type of Organisation and Sector | |
|  |  | |
| Your role | Reporting to | Employment dates |
|  |  |  |
| In **bullet point format** please outline the key responsibilities of the role. | | |

|  |  |  |
| --- | --- | --- |
| Previous Employer | Type of Organisation and Sector | |
|  |  | |
| Your role | Reporting to | Employment dates |
|  |  |  |
| In **bullet point format** please outline the key responsibilities of the role. | | |

**Selection Criteria**

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

Applicants may apply for as many roles as they wish, and must complete the section as outlined for each position they are applying for.

**All applicants must complete Section 1 and Section 2.**

|  |  |
| --- | --- |
| **Role** | **Shortlisting Criteria** |
| Human Resources Assistant | Section 1 and Section 2 |

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.**

**To be completed by ALL applicants**

|  |
| --- |
| **Section 1. Please provide examples which demonstrate a good knowledge of Microsoft packages. (e.g. Type of functions used, examples of what you have used the programmes for). And how you used these platforms to create professional documents.** |
| **Microsoft Word**  **Microsoft Excel**  **Microsoft PowerPoint**  **Microsoft Outlook** |

|  |
| --- |
| **Section 2. Please provide evidence of your relevant experience:**  **Currently (not in final year) studying a Human Resource Management degree or similar, for example an undergraduate degree that includes Human Resource Management modules or similar. And 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.** |
| **Please state the course you are studying and current year**  **Recent example of how you successfully co-ordinated various projects.** |

**Additional Information**

|  |  |
| --- | --- |
| Current/Most Recent Salary |  |
| Bonuses Payable |  |
| Substantial benefits |  |
| Notice Period |  |

**Referees**

Please supply details of two work related referees. One should be your current (most recent if unemployed) employer. You should have reported to both referees.

|  |  |
| --- | --- |
| Name | Name |
| Role | Role |
| Tel No | Tel No |
| Nature of Relationship | Nature of Relationship |
| Email address: | Email address: |

**Please outline any specific requirements for participation in interview / assessment and any dates of unavailability.**

**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.

I have completed and returned the monitoring form which is regarded as part of

my application.

**Signed:**

**Date:**

**Applications must be emailed to** [**monitoringofficer@investni.com**](mailto:monitoringofficer@investni.com)**.**

**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 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 8234 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 Friday 26th April 2024** Applications received after this time and date will not be considered.