PRIVATE AND CONFIDENTIAL

**INTERNAL** Application for Employment Lurgan Credit Union Limited

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| Position applied for: | Finance Officer | | |
| Job Reference Number: | FO1/22 | Applicant Reference Number: | FO1/22/ |

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| **Please email completed application forms to: smcconville@lurgancu.com**  **or return by post/hand deliver to:**  **Susan McConville, Lurgan Credit Union Limited, 40 Church Place, Lurgan BT66 6EU**  **BY:** Tuesday 19th July 2022 at 1.00pm |
| Failure to complete this form may cause your application to be rejected at shortlisting.  Applicants should clearly demonstrate evidence of the essential criteria in their application as a minimum. Lurgan Credit Union reserves the right to enhance the shortlisting criteria as it sees fit in the event of a large number of applications. Applicants should also note that only information contained in the application form will be considered at shortlisting stage. **CVs will not be accepted.** |

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| PERSONAL PARTICULARS | |
|  | |
| Name: | |
| Title: | |
| Previous Surname (if applicable): | |
|  | |
| Address: | Telephone Number (including STD Code) |
|  |  |
|  | Home: |
|  |  |
|  | Mobile: |
| Postcode: |  |
|  |  |
| Email Address: |  |

EDUCATION AND QUALIFICATIONS

**QUALIFICATIONS**: Please give details of examinations attempted and results (including any examinations failed)

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| --- | --- | --- | --- | --- |
| Name(s) and Address(es)  of School(s)/College(s) | Dates | | Subject/Courses  Studied & Level | Examination Result/  Grade (include any  examinations failed) |
| From | To |
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**FURTHER AND HIGHER EDUCATION**: Please give details of all further and higher education since leaving school including training courses and details of qualifications.

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| University/College/  Institute Attended | Dates | | Subjects Studied  Type of Training | Qualifications  Obtained |
| From | To |
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| **OTHER RELEVANT TRAINING**: Please give details of professional qualifications and membership of professional associations: |
| Are you undertaking any course of study at present? If yes, please give details. |

EMPLOYMENT HISTORY

Please list starting with your current or most recent, all the organisations for which you have worked during the last 20 years:

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| --- | --- | --- | --- | --- | --- |
| Name(s) and Address(es)  of Employer(s) | Dates | | Position Held/  Main Duties | Starting/  Leaving Salary | Reason for  Leaving |
| From | To |
|  |  |  |  |  |  |
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This application form will be used by a selection panel to decide whether or not to shortlist you to the next stage of the recruitment process. You should note that initial shortlisting will be carried out using the “essential” criteria set out in the personnel specification. In the event that further shortlisting is necessary then the “desirable” criteria will be applied.

Having read the personnel specification and job description give details of the knowledge, experience and skills you have which are relevant to this post and demonstrate that you can discharge the duties. You should provide specific details and examples as no assumptions will be made from the posts you have held and the prior outline of duties that you have the necessary knowledge, experience and skills. Details of any relevant knowledge, experience and skills gained through voluntary work or in the home may be included here.

Remember, your application will be shortlisted solely on the basis of information provided by you on the application form.

ESSENTIAL CRITERIA

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| Demonstrate how you meet the ‘*Essential’* criteria for this post. |

DESIRABLE CRITERIA

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| Demonstrate how you meet the ‘*Desirable’* criteria for this post. |

SUPPLEMENTARY INFORMATION

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| Please give details of any other information which you feel may be relevant to your application for employment, including why you are interested in this post. Continue on separate sheet if necessary. |
|  |
| Where did you hear about this vacancy? |
| Do you have a current full driving licence?  Does your licence have any current endorsements? If yes, please give further information: |
| Please list your interests, sports, hobbies, etc. |

ARRANGEMENTS FOR INTERVIEW:

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| Do you require any adjusted arrangements to be accommodated to allow you to attend for interview on the basis of a recognised disability? If answering yes, please specify any adjustments required: Yes / No |
| If you have any planned holiday arrangements, please indicate dates:  Lurgan Credit Union is under no obligation to make special arrangements to suit planned holidays. |

DECLARATION OF APPLICANT

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| I confirm that the above information is correct. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.  I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the Organisation will retain the form for as long as is deemed necessary and that the Organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable. | | | |
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| Signed: |  | Dated: |  |
| Print Name: | | | |