

Applicant Ref No: 19B

Job Application Form

Vacancy Title:

Student placement 2019

Please tell us how you heard about this vacancy:

1. Personal Details

Last Name:

First Name:

Address:

Postcode:

Home Telephone Number:

Mobile:

E-mail address:

Are you free to remain and take up employment in the UK?

Yes

No

You must bring original documentation if invited to interview as evidence of your entitlement to work in this country. Failure to do so will invalidate your application.

Do you hold a full UK driving licence?

Yes

No

Have you ever been convicted of a criminal offence which is not a spent conviction within the terms of the

Rehabilitation of Offenders Act 1974?

Yes

No

If yes, please give full details:

3. Employment History

Please detail all your employment /self-employment (and unemployment), starting with the present/most recent. Please include any gaps in employment history. If this is your first job after leaving full-time education you may wish to give details of temporary employment or work experience placements.

Name and address of current/ most recent employer			
Job Title			
Dates of employment	From		To
Reason for leaving			
Notice Period		Salary on leaving	
Brief description of duties			

Extra line can be added in this section.

Previous employment (most recent first)			
Name and address of employer	Job title	Dates From and To	Brief description of duties

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Previous employment (most recent first)			
Name and address of employer	Job title	Dates From and To	Brief description of duties

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4. Referees

LMCs policy is to not contact referees until a provisional offer is made. If a provisional offer is made to you, you will be asked to provide the names and addresses of two referees, one of whom should be your current or most recent employer. If you are unable to do this, please clearly outline who your referees are.

5. Specific Evidence

The following sections require you to outline how you meet the criteria of the post.

- You should ensure that you provide evidence of your experience in your application form, giving length of experience examples and dates as required.
- It is not sufficient to simply list your duties and responsibilities.
- LMC will not make assumptions from the title of an applicant's post or the nature of the organisation as to the skills and experience gained.
- If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.
- LMC will only invite for interview the applicants who appear, from the information available, to meet the relevant experience and ability.
- If more space is required, please continue on a separate page, clearly identifying the section it relates to.

ESSENTIAL CRITERIA

CRITERIA	Good written and oral communication skills

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CRITERIA	Strong interpersonal skills
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CRITERIA	Able to make decisions and to plan and prioritise the work
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CRITERIA	Demonstration of attention to detail

CRITERIA	Computer literate to include the use of Microsoft Office suite of tools plus social media (Twitter, Facebook and Instagram)

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CRITERIA	Access to a form of transport?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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DESIRABLE CRITERIA

CRITERIA	Experience of dealing with face to face, telephone and external queries in a confident and professional manner

CRITERIA	Evidence of delivering a marketing project from initial concept through to evaluation

CRITERIA	Can demonstrate a basic knowledge of at least two of the following areas: <ul style="list-style-type: none"> • Agri-food marketing • Food nutrition • Beef and sheep industry

6. Declaration

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered (e-signature is acceptable):

The responses detailed in this application form are true and accurate to the best of my knowledge and belief. I understand that if I am found to have suppressed any material fact or to have given false answers I will be liable to disqualification or, if appointed, to dismissal.

I have completed and attached the Equal Opportunities Monitoring Data.

I agree that LMC can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 2018 and the General Data Protection Regulations. I confirm I have read and consent to my personal data, as detailed in the attached Privacy Notice, being held and utilised by LMC for the purposes stated.

Signed:

Date:

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It is the responsibility of the applicant to ensure the application form reaches LMC by the closing date of the competition. It is therefore important that when returning application forms by mail, the applicant applies sufficient postage to ensure the forms reach the stipulated destination on time. LMC will not accept late applications or an application where we are asked to pay any shortfall in postage by the mail service provider.

Please mark your email/envelope (**Student Placement 2019**) and send the completed application and monitoring forms to:



kmccullough@lmcni.com



The Monitoring Officer, Livestock and Meat Commission, Lissue Industrial Estate (East), 1A
Lissue Walk, LISBURN, BT28 2LU

**Your application must be received no later than:
3pm on 26 March 2019**

EQUAL OPPORTUNITY MONITORING QUESTIONNAIRE

LMC is committed to equality of opportunity in employment and welcomes applications from all suitably qualified candidates irrespective of religious belief, gender, disability, race, political opinion, age, marital status, sexual orientation, or whether or not they have dependants. All applications for employment are considered on the basis of merit. Recruitment is monitored to ensure that the equal opportunity policy of LMC is effectively implemented.

1. Community Background

The Fair Employment and Treatment (Northern Ireland) Order 1998 outlaws discrimination against applicants and employees on the basis of religious belief or political opinion. The information below is required in connection with the requirements of the above Order. Please indicate your community background by ticking the appropriate box below:

This questionnaire will not be seen by either the short listing or interview panels. The information you give will be treated in the **strictest confidence** and will not be used for any purpose other than monitoring LMC's policy on equality of opportunity.

Please tick one box only

- I am a member of the Protestant Community
- I am a member of the Roman Catholic Community
- I am a member of neither the Protestant nor the Roman Catholic Community

If you do not complete this section, we are encouraged to use the "residuary" method to determine your community background, which means that we can make a determination on the basis of personal information on file / application form.

In addition LMC wishes to monitor its effectiveness in providing equality of opportunity across all sections of the community in line with the requirements of Section 75 of the Northern Ireland Act (1998). We would therefore ask you to complete this voluntary part of the monitoring questionnaire as fully as possible. To maintain anonymity and confidentiality please do not add your name or sign the form.

2. What is your gender? Male Female Transgender

3. What is your current marital status? Married/partner Single
Widowed Other

4. What is your current family status? Care for children
Care for other relative
No caring responsibilities
Other (please state) _____

5. What is your nationality? (e.g. British, Irish, Portugese, Nigerian etc.)

6. RACE: The Race Relations (Northern Ireland) Order 1997 makes it unlawful to discriminate in employment on grounds of colour, race, nationality or ethnic or national origins.

Please tick the appropriate box.

Are you:

- | | | | |
|-----------------|--------------------------|------------------------|--------------------------------|
| White | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> |
| African | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |
| Caribbean | <input type="checkbox"/> | Indian | <input type="checkbox"/> |
| Bangladeshi | <input type="checkbox"/> | Mixed Ethnic | <input type="checkbox"/> |
| Irish Traveller | <input type="checkbox"/> | Other (please specify) | <input type="checkbox"/> _____ |

7. AGE: Please state your date of birth: _____

8. DISABILITY

The Disability Discrimination Act 1995 describes a disability as: “a physical or mental impairment which has a substantial or long term adverse affect on a person's ability to carry out normal day to day activities”.

Having read this, do you consider yourself to have a disability? Yes No

If you have answered “no”, please ignore the remaining questions in this section.

If you have answered “yes”, please complete the remaining section

Please tick the category or categories which apply to you:

- | | | | | | |
|---------------------|--------------------------|---------------------------|--------------------------|---|--------------------------|
| Hearing impairment | <input type="checkbox"/> | Visual impairment | <input type="checkbox"/> | Severe disfigurement | <input type="checkbox"/> |
| Speech impairment | <input type="checkbox"/> | Learning difficulties | <input type="checkbox"/> | Physical co-ordination difficulties | <input type="checkbox"/> |
| Mobility impairment | <input type="checkbox"/> | Reduced physical capacity | <input type="checkbox"/> | Mental illness/mental health difficulty | <input type="checkbox"/> |

Please let us know if you require any reasonable adjustments due to your disability

Thank you for completing this questionnaire. It will help ensure that LMC meets its equal opportunity obligations to all sections of the community, and allow us to make improvements where necessary.

GENERAL DATA PROTECTION REGULATIONS 2018

Privacy Notice

The Livestock and Meat Commission (LMC) is committed to protecting and respecting your privacy and will only use your personal information to administer your application for employment. This privacy notice explains what personal data LMC collect from you and how it is used. Please read the following carefully to understand our practices regarding your personal data.

LMC, 1A Lissue Walk, Lissue Industrial Estate (East), Lisburn, BT28 2LU is a data controller of your personal data (which is information that is about you or from which you can be identified).

Any questions, comments, requests or wishes to exercise any of the rights mentioned in this privacy policy should be directed to: Mrs Gillian Davis, Data Protection Officer (DPO), LMCNI, 1A Lissue Walk, Lissue Industrial Estate (East), Lisburn, BT28 2LU. Contact Telephone: (028) 92633000 Email: gdavis@lmcni.com

How LMC obtain your data

Direct Interaction – LMC will collect your personal data from you directly via the job application form.

Information LMC process about you

LMC collect the following personal data relating to your employment application:

- Contact details (Name, Address, Email Address, Telephone &/or Mobile Number)
- Criminal conviction data
- Employment history
- Qualifications
- Equality of Opportunity (Community Background, Ethnicity, Disability Details etc.)

How LMC Use your Personal Data

Your personal data will be used to process your employment application.

Legal basis for LMC processing your personal data

The data processing is based on consent, legitimate interest and legal obligation. To allow your employment application to be processed LMC must be provided with the information listed above.

LMC will not normally share personal data with anyone else, but may do so where:

- There is an issue that puts the safety of our staff at risk
- We need to liaise with other agencies or third parties – we will seek consent as necessary before doing this

LMC may also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

- The prevention or detection of crime and/or fraud
- The apprehension or prosecution of offenders
- In connection with legal proceedings
- Where the disclosure is required to satisfy our legal obligations

Retention/Disposal

Successful candidate's data will be held under the company's General Data Protection Policy details of which will be made available upon the offer of employment.

Unsuccessful candidate's data will be held for a period of 12 months where upon it will be confidentially destroyed.

Personal data is kept in secure files within LMC's HR and IT systems.

Your Rights under Data Protection Laws

Below is the list of the rights that all individuals have under Data Protection Laws. They do not apply in all circumstances. If you wish to exercise any of them, LMC will explain if they are applicable or not.

- The right to be informed about LMC processing of your personal data
- The right to have your personal data corrected if it is inaccurate and to have incomplete personal data completed
- The right to object to processing of your personal data
- The right to restrict processing of your personal data
- The right to have your personal data erased
- The right to request access to your personal data and obtain information about how we process
- The right of data portability (transferring data to another data controller)
- The right to complain to the Information Commissioner who enforces Data protection Laws

NOTE: Individuals should submit any request to exercise these rights to the DPO.

Data anonymization and use of aggregated information

Your personal data may be converted into statistical or aggregated data which cannot be used to re-identify you. It may be used to provide reports to the Equality Commission for the purposes of conducting Article 55 reviews. This aggregated data may be shared and used in all the ways described in this policy.