For Internal Use Only - Date Application Received:

**PRIVATE AND CONFIDENTIAL**

**Job Application Form**

Vacancy Title:

Corporate Governance and Office Manager

Please tell us how you heard about this vacancy:

Click here to enter text.

This application form and other relevant recruitment documentation can be made available in alternative formats such as large print, braille etc. at your request. Please email/telephone Karen McCullough – kmccullough@lmcni.com / (028) 92633000 for assistance.

|  |
| --- |
| 1. **C.V**
 |

Please send a Curriculum Vitae (CV) **(maximum two A4 pages)** along with this application form to LMC prior to the closing date (See section 3 for details)

* Your CV **must** include the following details:
	+ Personal Details: Name, address, contact number and email address
	+ Education and Qualifications: (including any accredited technical, professional training/membership of professional bodies)
	+ Employment History
	+ Any other information to support your application to demonstrate how you meet the job criteria
* Both your CV and this completed application form must be returned for your application to be considered.

|  |
| --- |
| 1. **Job Criteria -** Explain how you satisfy the essential and desirable job criteria for this post. These are listed in the job description for the post. There is a section for each criterion. Answer each one **(Word limited to 300 words per criterion)**
 |

|  |
| --- |
| **Essential Criterion 1*** Minimum 2nd Class Honours degree in a relevant subject
 |
| Click here to enter text. |

|  |
| --- |
| **Essential Criterion 2*** Detail-orientated, organised, critical thinker, with strong analytical skills.
 |
| Click here to enter text. |

|  |
| --- |
| **Essential Criterion 3*** Excellent verbal and written communication and presentation skills.
 |
| Click here to enter text. |

|  |
| --- |
| **Essential Criterion 4*** Ability to maintain confidentiality.
 |
| Click here to enter text. |

|  |
| --- |
| **Essential Criterion 5*** High degree of IT capability across a range of packages e.g. Microsoft Office.
 |
| Click here to enter text. |

|  |
| --- |
| **Desirable Criterion 1*** Experience of working with a variety of people from executives to board members to external parties
 |
| Click here to enter text. |

|  |
| --- |
| **Desirable Criterion 2*** Knowledge of Government processes
 |
| Click here to enter text. |

|  |
| --- |
| **Desirable Criterion 3*** Knowledge of/qualifications pertaining to Data Protection, Freedom of Information or Information Management
 |
| Click here to enter text. |

|  |
| --- |
| 1. **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 details in this application form and accompanying documentation 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 information I will be liable to disqualification or, if appointed, to dismissal.

I have completed and attached the Equal Opportunities Monitoring Questionnaire.

Click here to enter text.

Signed: Date:

Click here to enter text.

**It is the responsibility of the applicant to ensure the application form, CV and monitoring questionnaire reaches LMC by the closing date of the competition. It is therefore important that when returning documentation 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 **CORPORATE GOVERNANCE AND OFFICE MANAGER** and send the completed application form, CV and monitoring questionnaire 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:**

**12pm on Thursday 9th December 2021**

|  |
| --- |
| **EQUAL OPPORTUNITY MONITORING QUESTIONNAIRE PRIVATE & CONFIDENTIAL** |

LMC is an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job. We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the Fair Employment & Treatment (NI) Order 1998.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous.

**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. **To maintain anonymity and confidentiality please do not add your name or sign the questionnaire.**

**1. Community Background**

The Fair Employment & 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:

**Please tick one box only**

I am a member of the Protestant Community [ ]

I am a member of the Roman Catholic Community [ ]

I am not a member of either the Protestant or the Roman Catholic communities [ ]

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.

**2. What is your sex?**  Male [ ]  Female [ ]

Note: If you answer these questions about community background and sex you are obliged to do so truthfully, as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.

**3. Disability**

Under the Disability Discrimination Act 1995 a person is deemed to be a disabled person if he or she has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.  Please note that it is the effect of the impairment without treatment which determines whether an individual meets this definition.

Do you consider that you are a disabled person? Yes [ ]  No [ ]

If you have answered ‘yes’, please indicate the nature of your impairment by selecting the appropriate option:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sensory impairment  | [ ]  | Learning disability or difficulty or Cognitive impairment | [ ]  | Physical impairment  | [ ]  |
| Long-standing or progressive illness or health condition | [ ]  | Mental health condition | [ ]  | Other (Please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [ ]  |

Are there reasonable adjustments that we could make that would enable you to enjoy equality of opportunity in getting a job/working with us? (Please specify)

Click here to enter text.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thank you for completing this questionnaire. It will help ensure that LMC meets its equal opportunity obligations.**