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| **Application Form** | |
| **Job Title:** | **Associate Analyst** |
| **Salary: £26,093- £31,560 per annum**  **Closing Date: 2.00pm, Monday 16 October 2023**  Applicants should use this form only and should not submit supplementary material such as a CV | |

Please refer to the **Guide for Applicants** before completing this form.

Please submit your completed application form by email to [recruitment@uregni.gov.uk](mailto:recruitment@uregni.gov.uk) . A typed or scanned signature will be accepted.

Please submit your completed equal opportunities monitoring form in a separate email labelled clearly ‘Monitoring form’ in the subject line.

**Any candidate experiencing difficulty in completing the application form because of a disability should email** [**recruitment@uregni.gov.uk**](mailto:recruitment@uregni.gov.uk)

**Late applications will not be accepted.** *Please note the onus is on the candidate to ensure their completed application is received on or before the closing date. We will use the time it is received according to Utility Regulator computer systems, not the time sent from a candidate’s email account.*

**Please do not expand pages beyond that indicated under each of the criteria in the boxes below.** *Other alterations of the form may result in disqualification.*

**Personal Details**

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| Surname: | |  | | | |  | |
| Forename: |  | | | | | *Please underline name by which you are known* | |
| Pronoun\*:  *\* Optional, if you would like to include this information* |  | | | | |  | |
| *(She/her/they/them/he/him/other)* | | | | |
|  |  | |
| National Insurance Number: | | |  | Email address: | |  | |
|  | | |  |  | |  | |
| Contact  Address  including  postcode: |  | | | | Contact Telephone Number: | |  |
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| * Please tell us if you have a disability or a medical condition and need any special requirements or adjustments at interview? |
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* The UR may also fill a number of fixed term posts from this competition. Where candidates indicate they would take up a fixed term position, these will be filled on a merit basis, after the permanent posts have been filled.

Would you like to be considered for a fixed term position? YES / NO (delete as appropriate)

* The UR are open to considering a number of options such as part-time/flexible opportunities, in addition to the standard full-time working arrangements. Please tell us if you would like to be considered for flexible arrangements:

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*Please note that this information will not be shared with the panel until the outcome of the process is complete. Individual requirements will be negotiated with successful the candidate.* ***If you wish to be seconded, you should ensure the support of your employer prior to application.***

Where did you  ***first*** hear/read about this vacancy?

*(this information may help us determine where we advertise in future)*

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|  | **Please select** |
| NI Jobs |  |
| Linkedin |  |
| Utility Regulator website |  |
| Utility Regulator Employee |  |
| Other (please specify) |  |

**Referees:** Please give the name and contact details of two referees, one of whom should be your current employer and one of whom should be a previous employer. Referees will not be contacted until a provisional offer is made.

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| **1. Name**: |  | | **Address:** |  |
| **Contact telephone number:** | |  | | |
| **Contact email address:** | |  | | |
| **2. Name**: |  | | **Address:** |  |
| **Contact telephone number:** | |  | | |
| **Contact email address:** | |  | | |

**Additional Information:**

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| **Please outline your current / most recent salary:** | | | | |
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| **Please outline any substantial cashable benefits (e.g. pension, bonus etc.)** | | | | |
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| **Length of notice:** |  |  | **When would you be available?** |  |

**Declaration**

A. I have read and understood the information provided in the Guide for Applicants.

B. The responses detailed in this application are true and accurate to the best of my knowledge and belief. I understand that deliberate falsification of factual information may prejudice my application or lead to an offer of appointment being withdrawn.

**Signature:**

**Date:**

/ /

*You may sign electronically and submit by email.*

**Relevant Employment History** (begin with your most recent/current position)

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| **Employer:** |  |
| **Position Held:** |  |
| **Dates From and To (Month & Year):** |  |
| **Reason for Leaving:** |  |

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| --- | --- |
| **Employer:** |  |
| **Position Held:** |  |
| **Dates From and To (Month & Year):** |  |
| **Reason for Leaving:** |  |

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| **Employer:** |  |
| **Position Held:** |  |
| **Dates From and To (Month & Year):** |  |
| **Reason for Leaving:** |  |

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| **Employer:** |  |
| **Position Held:** |  |
| **Dates From and To (Month & Year):** |  |
| **Reason for Leaving:** |  |

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| **Employer:** |  |
| **Position Held:** |  |
| **Dates From and To (Month & Year):** |  |
| **Reason for Leaving:** |  |

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| **Employer:** |  |
| **Position Held:** |  |
| **Dates From and To (Month & Year):** |  |
| **Reason for Leaving:** |  |

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| Information for Sifting and Shortlisting Purposes  The following section asks you to outline your experience in relation to the essential criteria and desirable criteria as specified in the Guide for Applicants.  **To demonstrate how you meet each of the criteria, please provide examples.** |
| **Essential Criteria 1**  *Please demonstrate* ***one*** *of the following:*  *2:1 in a related discipline;* ***OR*** *Completed a 51-week undergraduate placement or Higher Level Apprenticeship (HLA);* ***OR*** *Completed at least 1 year working experience in a relevant environment.*  *Word number guide 200-300 words (Complete in* ***Font: Arial 12****, do not expand beyond* ***half*** *page)* |

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| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 2**  *Please provide an example(s) that demonstrates your proven experience with excellent analytical and numerical skills.*  *Word number guide 200 words (Complete in* ***Font: Arial 12****, do not expand beyond* ***half*** *page)* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 3**  *Please provide an example(s) that demonstrates your excellent communication skills (written and Oral).*  *Word number guide 200 words (Complete in* ***Font: Arial 12****, do not expand beyond* ***half*** *page)* |
| Information for Sifting and Shortlisting Purposes |
| **Essential Criteria 4**  *Please provide an example(s) that demonstrates your experience of team working and building good working relationships.*  *Word number guide 200 words (Complete in* ***Font: Arial 12****, do not expand beyond* ***half*** *page)* |

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| Information for Sifting and Shortlisting Purposes |
| **Essential criteria 5**  *Please provide an example(s) that demonstrates evidence of your displaying values which are in-line with the Utility Regulator’s Values and Northern Ireland Civil Service Code of Ethics.*  *Word number guide 200 words (Complete in* ***Font: Arial 12****, do not expand beyond* ***half*** *page)* |