**IMPORTANT INFORMATION FOR APPLICANTS**

Dear Applicant

Thank you for your interest in the post of **Journalist.** Please read all the information you find in this pack as follows:

**Job Application Form**

**All** sections of the Job Application Form are to be completed in full. This includes the completion of the Monitoring questionnaire and Disclosure of Criminal Convictions form.

If you write in any section of the Job Application Form “*see attached sheet or CV”,* or if you send a CV in place of a Job Application Form, we shall, with regret, be unable to consider these as valid applications. You may, however, attach continuation sheets if necessary.

We request the monitoring information to help The Detail promote equality of opportunity in employment. Our recruitment policy operates on the merit principle, i.e. we select the best person for the job regardless of religious or other beliefs.

We would like you to know that:

* only the Job Application Form is considered by the Recruitment Panel, who short-list and interview for vacancies;
* the Monitoring Questionnaire and Disclosure of Criminal Convictions form is retained by our Monitoring Officer for compiling statistical information;

Desirable criteria may be used by the panel for shortlisting purposes if required.

The Detail is seeking applicants with a range of experience, but requires applicants to have worked as a journalist for a minimum of three years.

**DISABILITY** If your disability precludes you from completing this form or from any part of the selection process contact us for alternative arrangements and/or reasonable adjustments to be made.

The successful candidate will be required to provide documentation to support his/her claim that they are entitled to work in the UK. This is required under Section 8 of the Asylum & Immigration Act 1996, the law for all UK employers on preventing the employment of illegal workers.

Completed applications should be sent by **12 noon on Friday May 6, 2016** to Sabina Cherek at scherek@belowtheradar.tv or The Detail, 2nd Floor, Callender House, 58-60 Upper Arthur Street, Belfast, BT1 4GJ.

Thank you.

**IN CONFIDENCE**

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| **POST: Journalist****CLOSING DATE: 12 noon on Friday May 6 2016** |

**Please complete all sections of this application using black ink or typescript.**

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| PERSONAL PARTICULARS |
| Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Telephone Number for contact: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ Email address for contact: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_  |

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| EDUCATION Please do not include dates. |  |
| Subjects passed at ‘O’ Level/GCSE (Equivalent) | Subjects passed at ‘A’ Level/GCSE (Equivalent) |
| Degrees or diplomas and institutions attended |
| PROFESSIONAL QUALIFICATIONS |
| Name of professional body or bodies | (i) By Examination and Result | (ii) By Election |

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| **PRESENT EMPLOYMENT (if any)** |
| Name and Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of present employer  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Post Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dates of employment: From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Duties of Post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period of Notice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| WORK EXPERIENCE |
| Please list, starting with the latest, any previous positions you have held which are relevant to the application, with a brief description of duties and relevant dates including the name of the organisation. |

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| RELEVANT EXPERIENCE TO THIS POST |
| **Important guidance information for completion of this form:**Draw upon all of your experience from work or on a voluntary basis and consider how your skills, experience and abilities relate to each criteria for this post.In responding to the criteria below, it is essential that you **describe fully** how and to what extent you meet the experience sought by providing clear information and examples. In response to each criterion which requires experience of a certain length, **you must specify the job role, organisation name and relevant dates** of the experience gained. It is not appropriate to simply list various posts you have held with no examples or descriptions of the experience gained as the **selection panel will not make assumptions on job titles or the nature of the organisation as to the experience gained.** Shortlisting for this post will be undertaken using only the information you have provided in response to each criteria below.**Experience and Qualifications****Essential:**1. Experience of working as a journalist for a minimum of three years.
2. Experience of breaking exclusive stories.

**Experience and Qualifications****Essential:**1. Awareness of multimedia storytelling.

**Desirable:** 1. Working experience of using statistics in reporting.
2. Experience of using Freedom of Information legislation to obtain information or data for stories.
3. Educated to degree level or equivalent in a relevant subject

**Skills****Essential:**1. Ability to produce accurate, objective, high quality content under pressure.

**Disposition****Essential:**1. Ability to work flexible hours and to travel throughout Northern Ireland and Republic of Ireland at times demanded by the job.
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| REFEREES |
| All offers of employment are subject to receipt of two satisfactory written references, one of whom should be your current employer/or most recent employer/s. In some instances and with prior agreement, we may accept an academic reference or a reference gained in a voluntary capacity. These referees may be approached if you are shortlisted for interview, unless you specify otherwise.1 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Eligibility to work in the UK**Are you eligible to work in the UK? YES □ NO □ You will be required to provide documentation to support this claim (under Section 8 of the Asylum and Immigration Act 1996) if offered the post. |
| **EQUAL OPPORTUNITIES:** I confirm that I have read and understood The Detail’s Equal Opportunities Policy: YES □ NO □ You will be required to adhere to The Detail’s Equal Opportunities policy if appointed to the Journalist role. |
| **DECLARATION:** I declare that the information set forth in this application form is, to the best of my knowledge, true and complete.   **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **PLEASE RETURN TO:**Sabina Cherek at scherek@belowtheradar.tv or The Detail, 2nd Floor, Callender House, 58-60 Upper Arthur Street, Belfast, BT1 4GJ. |

**The Detail’s EQUAL OPPORTUNITIES MONITORING FORM**

**IN STRICTEST CONFIDENCE**

Ref no:\_\_\_\_\_\_\_\_\_\_\_\_

1 Perceived Religious Affiliation

 I am a member of the Protestant Community

 I am a member of the Catholic Community

 I am a member of neither the Protestant or the Catholic Community

 Please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2 Gender

 I am FEMALE MALE

3 Marital Status

 I am MARRIED SINGLE OTHER

4 Disability

In line with the Disability Discrimination Act 1995, a disability is defined as “a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities”. Having read this definition do you consider yourself to have a disability?

 YES NO

5 Age Band

16-20 21-30 31-40 41-50 51-60 61-65 65 +

6 Cultural / Ethnic Origin

 Chinese Traveller

 Indian Black/African – Caribbean

 Pakistani White

 Asian Others Other

 (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disclosure of Criminal Convictions - Advice to Applicants - Please read this information carefully**

Please complete this disclosure form as accurately as possible. The information provided will not be discussed at the interview itself. Prior to making an offer of employment, the panel will discuss and consider the relevance of the conviction. A separate arrangement will be made with you to discuss the conviction in greater detail only if you have been successful at interview and if the conviction is considered to be relevant to the post. An offer of employment would only be withheld or withdrawn on the basis of a criminal conviction where information has been knowingly withheld or where the nature of the offence is relevant to the post and would impact detrimentally on the applicant’s ability to carry out the function of the role, or would impact detrimentally for the care of existing members and employees.

 **Please return this form in a sealed envelope even if you are submitting a nil return.**

**Statement of non-discrimination**

Below the Radar is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal conviction is requested to assist the selection process **and will be taken into account only when the conviction is considered relevant to the post**. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing members and employees.

**Question**

Below you are asked to disclose any criminal convictions except those which are considered “SPENT” under the Rehabilitation of Offenders (NI) Order 1978. Having unspent convictions will not necessarily debar your application from being considered. To decide if your conviction is “SPENT”, please refer to the information overleaf.

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| DATE OF CONVICTION | OFFENCE | SENTENCE |
|  |  |  |

Please provide any other information you feel may be of relevance such as:

* The circumstances of the offence
* A comment on the sentence received
* Any relevant developments in your situation since then
* Whether or not you feel the conviction has relevance to the post.

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Please continue on a separate sheet if necessary….

*I declare that any answers are complete and correct to the best of my knowledge.*

SIGNED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUMMARY OF LEGISLATION**

**THE REHABILITATION OF OFFENDERS (NI) ORDER 1978**

The following sentences become “SPENT” after fixed periods from the date of conviction.

If a conviction is “spent” you do not have to mention it, even when asked, unless applying for a post which is “excepted” under this legislation

|  |  |  |
| --- | --- | --- |
| Sentence | Aged 18 or over at conviction (Adult) | Under 18 years at conviction (Juvenile)  |
| Absolute Discharge | 6 months |
| Probation Order, Bind Over, Conditional Discharge, Care/Supervision Order | Date Order ceases OR 1 year – whichever longer  |
| Attendance Centre Order | 1 year after Order expires |
| Fine or Community Service Order Combination Orders | 5 years | 2.5 years |
| Prison – (immediate or suspended) OR Young Offenders Centre – sentence of 6 months or less | 7 years | 3.5 years |
| Prison – (immediate or suspended) OR Young Offenders Centre over 6 months up to and including 2.5 years | 10 years | 5 years |
| **NB: CUSTODIAL SENTENCE OF MORE THAN TWO AND A HALF YEARS CAN NEVER BECOME SPENT** |

* Consecutive prison sentences count as a single term when calculating the rehabilitation period.
* If more than one sentence was imposed for an offence, the longer rehabilitation period applies.
* If a person receives new conviction during rehabilitation period:
	1. for a summary offence (i.e. can only be tried at Magistrates Court) both rehabilitation periods expire separately;
	2. for more serious offence (i.e. which **could** be tried at the Crown Court) **neither** conviction will become spent until longest period expires.
* Cautions, reprimands and final warnings are not considered to be convictions and become “spent” immediately unless relevant to “excepted” posts.
* It is an offence for anyone to give information about spent convictions from official records excepted in the course of official duties.

**THE REHABILITATION OF OFFENDERS (EXEPTIONS) ORDER) (NI) 1978**

**(Amended by 1987, 2001 and 2003 Orders)**

A range of occupations are exempt from the legislation for these posts, applicants **MUST** disclose information on both “spent” **AND** “unspent” convictions. The list of posts is extensive and can be summarised as follows:

* WORK THAT INVOLVES CONTACT WITH CHILDREN OR YOUNG PEOPLE OF VULNERABLE ADULT GROUPS – e.g. provision of health care or social services, work with children such as youth work, education, or with adults with learning disabilities, mental illness, the elderly.
* PROFESSIONS THAT ARE REGULATED BY LAW – e.g. medical practitioner, nurse, chemist, option, accountant, manager of an insurance company.
* POSTS INVOLVING NATIONAL SECURITY e.g., security personnel or senior civil service posts.
* POSTS CONCERNED WITH ADMINISTRATION OF JUSTICE e.g. police officers, solicitors, probation officers, traffic wardens, judges, prison officers.

For further information please contact NIACRO 028 9032 0157