NI INTERCHANGE SCHEME

**Candidate Proforma**

The following information will enable the host organisation to select the most appropriate candidate for the specified opportunity.

Ref: I/C……….:

#  Title of

 **Opportunity**

**(Please include Reference**

 **Number IC - -/- -)**

1. **Candidate details**

 Name

 Job title

 Organisation/

 Department

 Address

Telephone

Number

 E-mail

1. **Please give a brief summary below of your career history to date, including all specific dates (in no more than 500 words) or attach a short CV (no more than 1 side of an A4 sheet)**

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1. **Please demonstrate how you meet the skills requirements identified for the post, also confirming that you have access to a suitable form of transport (if required for the post). Using no more than 500 words in total, candidates should address each skill requirement individually**

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1. **What contribution will your participation on the Interchange Opportunity make to your personal development?**

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1. **What contribution will your participation on the Interchange Opportunity make to your Organisation/Department’s business objectives/branch plans?**

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1. **Candidate / GDPR**

 Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

**To allow your application to be considered you must confirm that you have read the NICSHR privacy notice available here <**[**https://www.finance-ni.gov.uk/publications/nics-hr-privacy-notice**](https://www.finance-ni.gov.uk/publications/nics-hr-privacy-notice)**> by ticking this box:**



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**You have completed your part of the Candidate Proforma. Your Line Manager must now complete Section 7.**

1. **For completion by Individual’s Line Manager**

 Please provide details of how the individual’s participation on the Interchange

 Opportunity will be of benefit to your Organisation/Department?

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Are you prepared to release the individual for the time required? Yes No

 **Line Manager Signature**

 Signed

 E-mail

 Date

**You have completed your part of the Candidate Proforma. Please forward to your Interchange Manager (for Interchange Partner organisations) or Business Area (for NICS Staff).**

1. **For completion by the Individual’s Interchange Manager (HR Dept) / For NICS staff the Business Area (at least Grade 5 level).**

**Once you have checked that the Candidate Proforma has been fully completed by the candidate and Line Manager please enter your contact information and sign below.**

**In endorsing this application you are confirming that the applicant will have a permanent post to return to with your organisation at the end of the secondment period in the event this application is successful.**

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**Signed**

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**Email**

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**Address**

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**Tel**

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**Date**

**Information for candidates:**

**It is the responsibility of the candidate to ensure that the completed proforma is sent to their Interchange Manager / Business Area in sufficient time to allow for endorsement.**

**Completed Candidate Proforma must be sent by email to:**

 **For NI Civil Service departmental staff only:** **secondments@hrconnect.nigov.net**

 **For staff from all other organisations:** **interchangesecretariat@finance-ni.gov.uk**

**LATE APPLICATIONS WILL NOT BE CONSIDERED.**

**You should only apply if you intend to take it up this opportunity, should you be successful. Withdrawal after offer is unfair to other candidates and causes a great deal of unnecessary work.**