NICS HR

Interchange Unit

**Candidate Proforma**

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

#  Title of

 **Opportunity**

**(Please include Reference**

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

**1. Candidate details**

 Name

 Job title

 Organisation/

 Department

 Address

Telephone

Number

 E-mail

**2. 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)**

**3. 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 1000 words in total, candidates should address each skill requirement individually**

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

**5. What contribution will your participation on the Interchange Opportunity**

 **make to your Organisation/Department’s business objectives/branch plans?**

 **Candidate signature**

Signed

 Date

**You have completed your part of the Candidate Proforma. Your Line Manager must now complete Section 6.**

**6. 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?

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 / Business Area.**

**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.**

**Interchange Manager (Interchange Partner organisations) / Business Area (NICS staff)**

Signed

 E-mail

 Address

 Telephone

 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.**

**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.**