

**Application Form -**

**HEAD OF FINANCE AND CORPORATE SERVICES**

Ref: HoF&CS0425

**Application Form – to access the application form please** [**click here**](https://form.jotform.com/Allen_People/HoFCS0425)

**Submission of Completed Application Forms**

**Completed application forms must be submitted by the close date and time advised on the advert via the online portal (accessed via the link above) or otherwise submitted by email, post or hand delivered to Allen People Solutions, 1b Ladas Drive, Belfast BT6 9FQ.**

Applicants are encouraged to submit their applications online wherever possible. However, requests for electronic/hard copy application packs are welcomed. All applications will be treated equally regardless of whether they are received online, hard copy or via email. If via post applications must bear the correct amount of postage as any shortfall may lead to a delay in delivery and the closing date may be missed. If you require the application form in an alternative format, please contact Allen People Solutions via

applications@allenpeoplesolutions.co.uk.

**It is the applicant’s responsibility to ensure that the completed form is received by the closing date. Additional information received after the closing date and time will not be considered. Faxed applications will not be accepted.**

**Reasonable Adjustments**

Any applicant who requires reasonable adjustments to any aspect of the selection procedure, including assistance completing their application form due to disability, should contact Allen People Solutions via email above.

Applicants who wish to receive the Application Form and/or information pack in an alternative or accessible format are requested to advise Allen People Solutions of their requirements as promptly as possible allowing for the fact that the closing date for receipt remains the same for all applicants.