

Pay on Appointment Application Form (Feb 2024)

## Application for higher Pay on Appointment above Minimum Salary Point of Salary Band of the advertised post

## ONLY TYPED APPLICATIONS WILL BE CONSIDERED.

## APPLICATIONS MUST BE RECEIVED BY HR WITHIN 10 WORKING DAYS OF CONDITIONAL OFFER BEING MADE.

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Details | | | |
| Name |  | Post title offered / occupying |  |
| Date of conditional offer |  | Proposed Start date |  |
| Email |  | | |
| Mobile |  | | |

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| **Please provide the detail request below. The panel can only make a decision based on the information provided by you in this Pay on Appointment application form.** |

**EMPLOYMENT HISTORY**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Previous Employer (1)** |  | | | | | | | | |
| Title of post |  | | | | | | | Job description attached | Yes / No |
| Date started in post |  | | Date of leaving post | | |  | | | |
| Salary |  | Pay Band | |  | Increment Point | |  | Pay Slip attached |  |

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| **Previous Employer (2)** |  | | | | | | | | |
| Title of post |  | | | | | | | Job description attached | Yes / No |
| Date started in post |  | | Date of leaving post | | |  | | | |
| Salary |  | Pay Band | |  | Increment Point | |  | Pay Slip attached |  |

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| **Previous Employer (3)** |  | | | | | | | | |
| Title of post |  | | | | | | | Job description attached | Yes / No |
| Date started in post |  | | Date of leaving post | | |  | | | |
| Salary |  | Pay Band | |  | Increment Point | |  | Pay Slip attached |  |

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| **Previous Employer (4)** |  | | | | | | | | |
| Title of post |  | | | | | | | Job description attached | Yes / No |
| Date started in post |  | | Date of leaving post | | |  | | | |
| Salary |  | Pay Band | |  | Increment Point | |  | Pay Slip attached |  |

**SKILLS / EXPERIENCE / QUALIFICATIONS**

| **You must set out clearly the skills, experience and qualifications relevant to the role you have been offered in this application for a higher starting salary than the starting point of the salary band for the post.** | |
| --- | --- |
| 1. The **relevant skills / experience you** bring to the post offered.   (Please state number of years / dates your skills / experience apply to). | *e.g. From April 2013 to March 2024 (11 years) I worked as a social worker in a mental health team and the relevant skills / experience I bring to the role I am offered are (set out the specific detail including dates skills / experience gained, role undertaken etc) ……* |
| 1. The **relevant qualifications** you bring to the post.   (Please state dates qualification gained, name of qualification and what it covered). | *e.g. 2022 – State qualification which covered ……* |
| 1. Any other considerations relevant to your application? |  |

Have you supplied the following documents?

* Previous relevant Job description (s) and person specification (s)
* Previous relevant pay slip (illustrating previous salary)

|  |  |
| --- | --- |
| Applicant’s signature |  |
| Dated |  |

SEND APPLICATION TO [human.resources@probation-ni.gov.uk](mailto:human.resources@probation-ni.gov.uk) within 10 working days of receipt of Conditional Offer of Employment