

DIRECTOR OF CORPORATE SERVICES

**APPLICATION FORM
SEPTEMBER 2026**

Completed Application Forms must be returned to recruit@headstogether.com
by no later than 12 noon (UK time) on **30th September 2026**

INSTRUCTIONS FOR COMPLETION

Applicants are strongly advised to read the Candidate Information Booklet that includes the Job Description and Person Specification before completing and submitting their application.

For further information about the role or the competition process please contact our recruitment partner, Headstogether Consulting Ltd via email recruit@headstogether.com or **telephone 028 90424030**.

- No attempt should be made to redesign the form.
- We have made it possible to complete the form electronically; where you see the blue box please start typing your response. All the normal functions of Microsoft Word should be available where the blue boxes appear. Please use a minimum font size of 10. (This is the default setting.)
- Applicants are required to complete all sections of this form.
- It is imperative that you complete the application form fully and provide open and honest answers which you are able to discuss in more depth as part of the selection process. The answers you provide in sections 3 and 4 will need to be specific and focused on **your personal involvement and actions, what you did and the outcomes**.
- A completed application and separate equality and diversity monitoring form should be sent to recruit@headstogether.com. The equality and diversity monitoring form will not form part of the shortlisting criteria. All applications must be received by no later than **12 noon on Wednesday 30 September**.

! Please note late applications cannot be accepted.

! Please note that once signature is inserted at the end of this form it will be locked and cannot be edited further. Please only insert your signature when your application is fully completed.

ARTIFICIAL INTELLIGENCE AND RECRUITMENT GUIDANCE

Artificial Intelligence can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be withdrawn.

Please see our candidate guidance for more information on appropriate and inappropriate use.

SECTION 1 PERSONAL DETAILS

First name(s):

Last name:

Current job title:

Current grade (if applicable):

Date of commencement of role:

Length of time in current role:

Current Salary:

Current benefits:

Current security clearance level (if held):

Date security clearance expires:

Are you currently subject to any ongoing police investigations or have you ever been convicted of a criminal offence (other than a spent conviction under the terms of the Rehabilitation of Offenders (Northern Ireland) Order 1978)? If yes, give details:

Yes

No

Correspondence address:

Contact number:

Correspondence email:

Do you have a disability (as defined in the Disability Discrimination Act) for which you require reasonable adjustments to any part of the selection or appointment process?

No

Yes

(If 'Yes' you will be contacted following receipt of your application by a representative from Headstogether Consulting Ltd to discuss any reasonable adjustments you require to the selection process).

Do you currently have the Right to Work within the United Kingdom?
(any offer of employment will be conditional upon proof of eligibility being provided)

No

Yes

SECTION 2 CAREER HISTORY

(Please provide details of your current and previous roles over the last 15 years in sections 2.1 – 2.4):

2.1 Current/most recent role:

Organisation:

Are you still carrying out this role?

If you have left the organisation please provide brief reasons for your departure:

Yes

No

Please provide a brief description of your role and key achievements:

CAREER HISTORY

2.2 Previous role title: **Organisation:**

Start date: _____ **Finish date:** _____

Reason for leaving:

Please provide a brief description of your role and key achievements:

CAREER HISTORY

2.3 Previous role title: **Organisation:**

Start date: _____ **Finish date:** _____

Reason for leaving:

Please provide a brief description of your role and key achievements:

SECTION 2

CAREER HISTORY

2.4 **Previous role title:** **Organisation:**

Start date: **Finish date:**

Reason for leaving:

Please provide a brief description of your role and key achievements:

SECTION 3 **SELF-ASSESSMENT – ESSENTIAL CRITERIA**

- 3.1** Please demonstrate how you meet the criteria of a minimum of three years' experience gained in the last seven years of discharging senior management responsibilities with an emphasis on strategic advice at a corporate level.

Maximum: 3200 Characters

Official Use – Appointment Panel Notes

Rating

SECTION 3 **SELF-ASSESSMENT – ESSENTIAL CRITERIA**

- 3.2** Please demonstrate how you meet the criteria of a minimum of three years' senior management experience in the last seven years of setting and achieving corporate objectives in a complex environment.

Maximum: 3200 Characters

Official Use – Appointment Panel Notes

Rating

SECTION 3 **SELF-ASSESSMENT – ESSENTIAL CRITERIA**

- 3.3** Please demonstrate how you meet the criteria of a minimum of three years' senior management experience gained in the last seven years of managing a range of multi-disciplinary teams or functions.

Maximum: 3200 Characters

Official Use – Appointment Panel Notes

Rating

SECTION 3 **SELF-ASSESSMENT – ESSENTIAL CRITERIA**

- 3.4** Please demonstrate how you meet the criteria of an excellent working knowledge of governance, risk management, and regulatory compliance.

Maximum: 3200 Characters

Official Use – Appointment Panel Notes

Rating

SECTION 3 SELF-ASSESSMENT – ESSENTIAL CRITERIA

3.5 Please indicate whether you have a full, clean UK driving licence and have the use of a car for official business and/ or you are able to demonstrate some other means of meeting this criteria through some form of reasonable adjustment in the event of a disability.

(a) I have a full valid driving licence*	Yes	No
(b) I have use of a car for official business*	Yes	No
(c) If NO to (a) and/or (b) above are you seeking reasonable adjustment in respect of disability? This will be discussed with you at appointment stage.	Yes	No

* Must be able to produce full valid driving licence, car insurance & vehicle registration documents upon request if yes to (a) & (b).

Official Use – Appointment Panel Notes

Rating

SECTION 4 SELF-ASSESSMENT – DESIRABLE CRITERIA

Please explain how you meet the desirable experience criteria as detailed in the Director of Corporate Services Person Specification

- 4.1** Please demonstrate your past experience of acting in an oversight or scrutiny role in relation to a large organisation or body (if applicable).

Maximum: 3200 Characters

Official Use – Appointment Panel Notes

Rating

SECTION 4 SELF-ASSESSMENT – DESIRABLE CRITERIA

4.2 Please demonstrate your previous experience of working in the justice sector (if applicable).

Maximum: 3200 Characters

Official Use – Appointment Panel Notes

Rating

SECTION 4 SELF-ASSESSMENT – DESIRABLE CRITERIA

- 4.3 Please list any educational and professional qualifications and learning and development completed which you consider are relevant to the Director of Corporate Services role including dates obtained/awarded.**

SECTION 5

ADDITIONAL INFORMATION

5.1 Please provide details of any existing registered business interests or any other potential conflict of interests relevant to your application:

5.2 Please detail any dates or times that you would not be available for interview on 19 and 20 October 2026. Please note that whilst we will try we cannot guarantee that we can accommodate any particular request.

SECTION 5 **ADDITIONAL INFORMATION****5.3 Guaranteed Interview Scheme (GIS)**

The Board offers a Guaranteed Interview Scheme (GIS) for applicants with a disability that meets the legal definition under the Disability Discrimination Act 1995. Further information on the GIS, including eligibility, is available in the Candidate Information Booklet.

**Do you want your application to be considered
under the terms of the GIS?**

Yes**No**

SECTION 6 CANDIDATE DECLARATION

By signing below, I declare that the information contained in this application is correct to the best of my knowledge and belief. I understand that providing false or misleading information may be considered grounds for refusing my application.

Print Name:

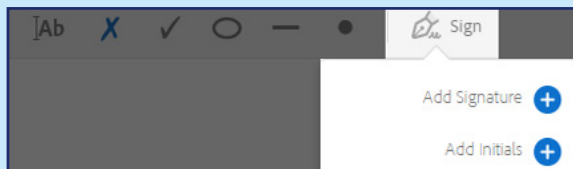
Date:

Signature:

How to sign or initial your form

To sign a PDF form, you can type, draw, or insert an image of your handwritten signature or initials.

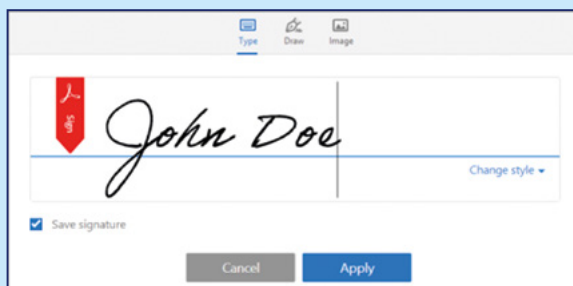
1. Open the PDF document or form in Acrobat or Reader, and click **Fill & Sign** in the right pane.
2. Click the Sign icon  in the Fill & Sign toolbar, and then choose whether you want to add your signature or just initials.



If you have already added signatures or initials, they are displayed as options to choose from.

3. If you've already added your signature or initials, just select it from the Sign options, and then click at the place in the PDF where you want to add your signature. Skip to the next step.

If you are signing for the first time, you see the Signature or Initials panel. Below is an example of the Signature panel.



You can choose to type, draw, or import a signature image. Added signatures and initials are saved for future use.

4. Click **Apply**, and then click at the place in the PDF where you want to place the signature or initial.

Thank you for completing this Application Form



Northern Ireland Policing Board

James House, Block D
2 - 4 Cromac Avenue
The Gasworks
Belfast BT7 2JA



028 9040 8500



information@nipolicingboard.org.uk



www.nipolicingboard.org.uk



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