



Access Employment Limited
Helping you - Helping us – Helping others

32-34 Pound Street, Larne Co Antrim BT40 1SQ

Tel: (028) 2827 4992 Email: info@accessemployment.co.uk

APPLICATION FORM

IN CONFIDENCE / PLEASE COMPLETE IN **BLACK INK** APPLICANT REF NO:

3100_

Please Note

It is in your own interest to answer all the Questions as completely as you can.

CV's will not be accepted.

All information you provide on this form will Be treated in the strictest confidence.

No reference will be taken up without prior Notification.

-Canvassing Will Disqualify-

POSITION: Order Dispatch Assistant
(Temporary)

LOCATION: Larne

CLOSING DATE: 29/03/19

Please return completed application form along with any supporting documentation, by 4.00pm on Friday 29th March 2019 to Laura Steele Head of Corporate Services. AEL, 32-34 Pound Street, Larne, Co Antrim, BT40 1SQ

Mr./Miss/Mrs/Ms/Other.		First or Given Names
Surname		
Home Address		Date of Birth:
		Place of Birth:
County	Postcode	Home Telephone No:
Address of Correspondence (if different)		Daytime Telephone No:
		Do you Hold a Clean Current Driving Licence?
County		Do you Have Your Own Car?
Postcode		National Insurance No:
Email Address:		

Character Enquiry

Because of the nature of the work for which you are applying, the post is included within the provisions of the Rehabilitation of Offenders (NI) Order 1979.

IT IS NECESSARY THEREFORE TO ASK THE QUESTION:

Do you have any convictions that are not 'protected' (as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979, as amended in 2014)? YES NO

IF YES, PLEASE GIVE DETAILS:

Access NI Checks. If your application is successful and you are offered employment with us you will be asked to consent to and complete an Enhanced Disclosure check by Access NI. This is to ensure we safeguard the young people & adults we work with.

Education

SUBJECT PASSED	LEVEL ATTAINED	GRADE	YEAR

Further Education

College or University Attended:

SUBJECT PASSED	LEVEL ATTAINED	GRADE	YEAR

Professional Qualifications

Professional Body	Examinations Taken Date/Results	Examinations Pending

Employment History

PRESENT POST

Name and Address of Present Employer	Date Appointed	Present Salary £	Period of Notice:
	Department (including Location) Of Post		Job Title

List below the principal duties of your present post, giving details of grades and numbers for whom you are responsible and any promotion awarded. (Continue on blank page if necessary)

State briefly your reasons for wishing to leave

Experience

Please list your previous employment beginning with the most recent

Dates	Name and Address of Employer	Grade/Position	Details of Main Duties and Grades/Numbers responsible for	Reason for Leaving

Please state how your experience to date has a bearing on your present application:

Please describe any other activities which may be of interest in relation to this application (eg: courses attended, interests, voluntary activities, work with people with a mental health problem, etc)

Referees

Please give the name, address and position of two persons from whom we may obtain a reference. The persons should not be relatives, but may be connected with your school, university or employment.

1. Name: _____ Designation/ Occupation: _____ Address: _____	2. Name: _____ Designation/ Occupation: _____ Address: _____
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Declaration

To the best of my knowledge, the information I have given in this personal record is true and correct. I understand that if found to have knowingly given false information or to have suppressed any material facts, I shall be liable to disqualification, or if appointed, dismissal.

Signed: _____ Dated: _____

Access Employment Limited is an equal opportunities employer. All Applicants for employment are requested to supply information on the separate monitoring form enclosed. This information is required for monitoring purposes only and will be treated in confidence. Selection for employment will be on merit i.e. the best person for the job.

Please state where you learned of this post. If advertisement, say which newspaper:



Fair Employment Monitoring Questionnaire

Ref No: 3100_

Private & Confidential

Introduction:

We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job.

We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998*.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

Community Background:

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

Please indicate the community to which you belong by ticking the appropriate box below:

I am a member of the Protestant community:

I am a member of the Roman Catholic community:

I am not a member of either the Protestant or the Roman Catholic communities:

If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.

Sex: Please indicate your sex by ticking the appropriate box below:

Male:

Female:

Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the *Fair Employment (Monitoring) Regulations (NI) 1999* to knowingly give false answers to these questions.

JOB DESCRIPTION

Job Title	Order Dispatch Assistant (Temporary)
Reporting to	Operations Manager
Responsible for	Assisting with online sales orders dispatch.
Location of Work	Larne
Salary Range	£8.21-£8.39 per/hr
Contract Type	Temporary to end January 2020
Hours of Work	30 hours per week
Holidays	28 days per annum (pro-rata)
Pension	3% (if applicable)

Overall purpose of the job:
<p>Access Employment Ltd, AEL, is a limited company with charitable status providing training and support to enable people with disadvantage, particularly those with learning disability to fulfil their work potential.</p> <p>AEL are seeking a Temporary Order Dispatch Assistant to cover maternity leave to assist with the dispatch of our online shop orders. This position will require the post holder to be flexible and cover shifts during holiday periods and company closures to ensure orders are dispatched in a timely manner.</p>

Responsibilities and Duties
<p>Main Duties</p> <ul style="list-style-type: none"> • Process, pick, pack and post online sales orders. • Answer customer emails • Assist the packaging department maintaining an acceptable level of stock in the pick bays. • Assist with training, coaching and skill development of trainees and undertake personal development as is reasonably required to assist with the effective delivery of your job • To be particular aware of trainees individual needs and abilities. • Be able to listen to and follow instructions given by line managers, to make sure work tasks are completed properly, as instructed on time and in a cost effective manner. • To ensure minimal product rework or rejection and ensure high quality control standards are maintained. • Deal with any day to day problems in the work area as they happen and seek help from line managers, if needed. • To ensure that the production area and office spaces are well maintained at all times conducive to a safe and productive work environment. • Ability to cover for colleagues during absences. • Any other relevant duties commensurate with the role and responsibilities of the post as required by Management.

GENERAL

- Maintain a good standard of working practice, setting example to others and maintaining good working relations with the senior management team, staff, trainees, suppliers, customers, partners and stakeholders.
- Represent the ethos and values of AEL to the outside world, acting as a role model and mentor to other staff, volunteers, trainees and clients.
- Comply with and promote all AEL's policies and procedures.
- Uphold confidentiality at all times regarding AEL's trainees and business activities.

PERSONNEL SPECIFICATION

Essential Criteria

- Good knowledge of I.T including the ability to use MS office (Word, Excel) Internet and Email and understand their use in an office environment.
- Excellent communication skills both written and oral
- Ability to work under own initiative, including effective prioritisation of tasks
- Ability to work to agreed aims and objectives
- Ability to work well as part of a team.
- Ability to follow and comprehend verbal, specific and detailed procedures and work instructions.
- Ability to perform basic arithmetic calculations in order to perform the duties of the position.
- Ability to work with adults with learning disabilities and awareness of their capabilities.
- Self-Motivated and Energetic
- Confident
- Approachable and Supportive
- Effective Organisation Skills
- Respectful of others

Desirable Criteria

- Level two qualifications in literacy and numeracy, (e.g. G.C.S.E, NVQ Level 2, BTEC Level 2).
- Knowledge and experience of working with individuals with learning disability and the barriers they face
- Experience of working within a social firm/voluntary/community sector.
- Production/Manufacturing Experience
- IT qualifications