

application form

CONFIDENTIAL WHEN COMPLETE



Job Title: Project Worker
Job Reference: PW19 EPDT

Form Serial number:

Applicants name:

Closing date: 4pm on 29th May 2019

Completed form returned to:
incredABLE
162 Portadown Road, Richhill, Co. Armagh
BT61 9LJ
or
info@incredible.org.uk

Application notes-

Thank you for requesting an application form for the above vacancy. We will use this form to help decide your suitability for the job so please make sure that it is accurate and complete.

You should complete all sections in black ink or typeface to assist with photocopying the form.

Applicants should submit this form only; supplementary material such as CV's will not be considered. Forms may be submitted electronically, and if called for interview you may be asked to sign a hard copy.

Please complete all sections of the form thoroughly, if a section is not relevant or does not apply to you please state on the form, e.g. "N/A" (not applicable).

You should use this form to highlight relevant and appropriate experience given the essential and desirable criteria outlined in the person specification.

You should write down clearly your personal involvement in any experience you quote. It is not enough to simply state that you possess the criteria, it must be fully demonstrated.

You should provide enough detail, including the appropriate dates needed to meet the eligibility criteria.

If you would like a copy of the form in large print, or in Word computer format please contact the person named on the accompanying details.

To be considered your completed application form must be returned no later than the closing date and time given with the application pack. Late applications will not be considered.

Please return the completed application form to: incredABLE, 162 Portadown Road, Richhill, Co. Armagh BT61 9LJ or info@incredible.org.uk

If you would like a confirmation of receipt of application, please enclosed a self-addressed envelope or request a read receipt for applications submitted by email. incredABLE will not be held responsible for applications that fail to be delivered or received on time.

Personal Details			
Surname:		Previous surname:	
Forenames:			
Address:			
Postcode:			
Mobile No:			
Home No:			
Email address:			
Date and place of birth			
National Insurance No.			
Previous Addresses: If you have not lived at your present address for the past five years, please state any previous address / addresses			

Interview dates			
For interview purposes please state any holiday arrangements:			
From:		To:	
IncredABLE would like to point out that it is under no obligation to take account of your holiday arrangements but will endeavour to do so.			

Education, Training and Qualifications

Please give brief details of all training and other courses you have undertaken which are relevant to this post

Name of School/College/ University attended	From – To	Qualifications including grades	Date obtained
1. Schools (after age 11)			
2. Further or higher education (Full and Part-time)			
3. Professional or other courses including training courses attended, NVQs etc			
4. Current membership of professional organisations			

Employment / Work Experience

Current Employer name and address	
Position held	
Present salary	
Date started	

Notice period	
Duties and responsibilities	

Previous employment

Employer (most recent first)	Position held and brief description of duties/responsibilities	Dates to – from	Reason for leaving

Voluntary service/community work

Please give details of any work you have undertaken on an unpaid voluntary basis:

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Relevant experience to this post

Using the personnel specification, please demonstrate how your experience, skills, abilities, knowledge, qualities and/or qualifications match those required to be able to carry out the duties of this post. Please therefore address each criterion listed in the specification, drawing upon all of your experience, whether on a paid or voluntary basis.

*E=Essential Criteria

D=Desirable Criteria

Experience/Knowledge/Qualifications

Demonstrable and relevant experience in delivering in-house printing and finishing services.	E
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1 years' experience in working with marginalised groups in a health and social care environment or community and voluntary sector organisation.	E
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Relevant 3rd Level qualification	D
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Good Standard of Education i.e. minimum 5 GCSE/O levels at grades A-C (to include maths and English)	E
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Ability to and experience in organising activities and events	E
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Skills and Abilities

Good IT skills particularly in Microsoft packages	E
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Good Verbal and written communication skills	E
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Ability to develop and maintain sound relationships with colleagues, clients and key individuals in external agencies	E
High degree of accuracy and attention to detail, ability to apply/learn a critical eye for print work	E
Well-developed interpersonal skills with a strong customer focus	E
Proven customer services experience preferably while using a cash till	D
Understanding of health and safety matters relevant to printing and finishing	D
Knowledge and experience of working in a higher education or similar environment	D
Requirements: Personal Qualities/Circumstances	
Good organisational skills including able to prioritise efficiently & meet competing demands	E
Problem-solving and flexible approach to duties including in resolving customer service issues	E

Be self-motivated, reliable and committed	E
Please tell us about anything that you have not mentioned elsewhere and is relevant to the post you have applied for:	D

<h3>Medical History</h3> <p>Please give brief details and approximate dates of any periods of sickness during the past two years.</p>			
Reason	No of working days off	From	To

References

Please give details of two people, one of which should normally be your current line manager, who are able and willing to comment on your suitability for this job.

Reference 1 (Current Line Manager)

Name			
Tel No			
Email address			
Physical Address			
Relationship to you			
Do you wish to be consulted before this referee is approached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Reference 2

Name			
Tel No			
Email address			
Physical Address			
Relationship to you			
Do you wish to be consulted before this referee is approached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Eligibility to work in the UK

Are you currently eligible for work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Please note: you will be required to provide documentation to support this claim (under the Immigration, Asylum and Nationality Act 2006) if offered the post.

Pre-Employment Background Checks

We may ask for a background check to be carried out by ACCESS:NI and the Police for those who are applying for posts that involve substantial access to children/ vulnerable adults. The purpose of the check is to make sure that people are not appointed who might be a risk to children/ vulnerable adults.

The check will tell us whether you have a criminal record, or whether the ACCESS:NI holds any other information about you which might have a bearing on your suitability. Any information which we receive will be treated confidentially and will be destroyed after a decision regarding your appointment has been reached.

Unprejudiced consideration will be given to candidates who declare criminal conviction(s) unless their offence (s) is/are manifestly incompatible with the post in question

Have you ever been convicted of any criminal offence by a Court of Law?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If the answer to the above is Yes, please complete the following:

Date	Place	Offence	Sentence

I agree to these details being given to the police to check for any records of convictions, cautions or bindovers in respect of myself?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Is there any reason that you cannot apply to work in a regulated activity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Signature		Date	
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Declaration

I declare that the information set forth in this application form is, true and complete. I understand that if any information I have provided is found to be untrue any offer may be withdrawn or any contract of employment may be terminated. I understand that any offer is subject to satisfactory references and a probationary period and (where appropriate) a satisfactory medical report.

I understand that this post involves working with children and vulnerable adults and the post is subject to an Enhanced Criminal Record Check through Access NI.

I understand that in submitting this application form and in any subsequent employment with incredABLE, my information will be processed in accordance with the Data Protection Act 1998.

Signature		Date	
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