

**CONFIDENTIAL**



**Ref Number:**

FC2105 -

**APPLICATION FOR EMPLOYMENT**

**Applicants must complete all of the questions within the application form**

**Post Applied For:**

**FAMILY COORDINATOR  
37.5HRS  
PERMANENT**

**Closing Date:**

**THUR 26<sup>TH</sup> AUG AT  
NOON**

**PLEASE NOTE CV'S WILL NOT BE ACCEPTED**

**PERSONAL DETAILS**

Name:

Preferred Title:

Address:

Telephone No:

Postcode:

Mobile No:

Email:

Other Names By Which You Have Been Known:

Are you eligible to work in the UK:

YES ☐

NO ☐

You will be required to provide documentation to support this claim (under section 8 of the asylum and immigration act 1996) if offered the post.

Please indicate any planned holiday arrangements:

**From:**

**To:**

**From:**

**To:**

***(Colin Sure Start would like to point out that it is under no obligation to take account of your holiday arrangements but will accommodate where possible)***

Do you hold a full current driving licence?

YES ☐

NO ☐

Are you a car owner?

YES ☐

NO ☐

**EDUCATION – GCSE, O-LEVEL, A LEVEL, NVQ, SECRETARIAL OR EQUIVALENT**

<b>Subjects Passed</b>	<b>Examining Body</b>	<b>Level Attained</b>	<b>Grade</b>

**FURTHER EDUCATION**

<b>Degree/Diploma/Certificate</b>	<b>Result / Grade Obtained</b>	<b>Exams To Be Taken</b>

**PRESENT/MOST RECENT EMPLOYER****Name & Address of  
Present Employer/ Last  
Employer****Job Title:****Key Duties Of Post:****Date Appointed:****Date Left:  
(If Applicable)****Present Salary / Salary  
On Leaving:****EMPLOYMENT HISTORY****Breaks in Employment History:**

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason: \_\_\_\_\_

**WORK HISTORY**

Please list previous positions you have held stating employer's name, job title, and relevant appointment and leaving dates, with a brief description of duties and dates. Please continue on a separate sheet if necessary.

Employer	Job Title Brief Description Of Duties	From/To	Reason For Leaving

**INTERESTS / HOBBIES**

Interest / hobbies and any special skills that you feel would benefit the organisation.

**REASONS FOR APPLYING**

Reasons for applying for this post and anything else you feel is relevant to you getting the post:

**How did you hear of the position?**

**When would you be able to take up the position?**

## **SHORTLISTING CRITERIA**

Please details how you meet the criteria contained in the person specification.  
Please continue on a separate sheet if necessary.

### **QUALIFICATIONS & EXPERIENCE**

**> Relevant Degree in Health, Early Years/ Early Childhood Studies, Psychology OR a Professional Qualification in Nursing, Midwifery, Health Visiting or Social Work**

**> A minimum of three years relevant experience of working in the early years or family support sectors to include two years' experience working directly with parents and children**

**> Experience of carrying out family assessments**

**> A minimum of two years' experience of line management of staff to include managing staff, staff development, training and performance management**

**> Experience of planning, developing and delivering community projects**

## **KNOWLEDGE & UNDERSTANDING**

**> Knowledge of early intervention and strategies for effective family support provision.**

**> Knowledge of Child Protection issues, practices and procedures**

## **OTHER**

**> The candidate must hold a full and current driving license valid in the UK with access to a car on appointment\***

**> Willingness to work flexibly, including evenings and weekends**

## DESIRABLE

> Experience of planning and delivering training or facilitating evidence based parenting programmes eg Mellow or Incredible Years

**Do you suffer from any disability that would require reasonable adjustments if selected for interview?**

*If yes, please give details*

Yes

☐

NO

☐

Please provide details:

## REFERENCES

Please ensure that you give two referees (not relatives) which cover your period of employment. **The first of your references must be your line manager, in your current employment.** If you are unemployed, this should be your last employer, or if this is your first job, your head-teacher or college tutor. Colin Sure Start may contact any former employer in addition to references provided.

Name:

Address:

Postcode:

Occupation:

Contact Number:

Capacity in which known to the applicant:

May we contact this referee prior to interview? Yes / No (please circle)

Name:

Address:

Postcode:

Occupation:

Contact number:

Capacity in which known to the applicant:

May we contact this referee prior to interview? Yes / No (please circle)



## **PERSONAL DECLARATION**

- I declare that all the foregoing statements are true, complete and accurate.
- I understand that the provision of false information may result in disqualification from the recruitment process or the termination of employment.
- I understand that to take up this position I must have satisfactory references and Access NI check.
- I understand that I will be asked to show some formal identification, evidence of qualifications and proof of right to work in the UK.
- I agree to Colin Sure Start making any necessary enquiries during the recruitment and selection process.
- I understand that canvassing will disqualify me from the selection process for this position

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## **PLEASE RETURN TO:**

**Roger Winter, Colin Sure Start, Unit 21 Dairy Farm Centre, Stewartstown Road, Belfast, BT17 0AW or [roger@colinsurestart.com](mailto:roger@colinsurestart.com)**

**Please ensure you have completed all relevant parts of this application form including the Equal Opportunities Monitoring Form. Failure to do so will disqualify your application from the recruitment process.**

**Colin Sure Start follow the AccessNI Code of Practice and a copy can be made available to you at any time, if required**