**APPLICATION FORM**

**CONFIDENTIAL**

###### APPLICANT REF. NO: DAPW 09/21

### **APPLICATION FOR THE POST OF: *Drug & Alcohol Project Worker (35hpw)***

Please complete this application form fully, accurately and clearly either in your own handwriting in BLACK PEN or using a word processor in a minimum size 10 font. ALL DETAILS MUST BE COMPLETED ON THE APPLICATION FORM. If there is insufficient space for your answer, you may continue on a separate sheet.

When completed, this form, together with the Equal Opportunities Monitoring Form, should be returned to Chelsea Harwood, Carrickfergus YMCA, 30-34 Irish Quarter West, CARRICKFERGUS, BT38 8AT or [chelsea.harwood@carrickymca.org](mailto:chelsea.harwood@carrickymca.org) to arrive no later than **12.00 noon** on **24th September 2021.**

# **PERSONAL INFORMATION**

Surname: First Names:

Address:

Postcode:

**National Insurance No.** 

**Contact Details:** (Please tick preferred method of contact.)

Telephone (Include Code): 🗆 Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🗆 Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🗆 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Application Process**

How much notice are you required to give your present employer?

Are there any adjustments that may be required to facilitate your attendance should you be invited for an interview?

**References**

Please provide the names of two people who can provide a reference – one of whom should preferably be your present / most recent employer:

Name: Name:

Address: Address:

Tel No: Tel No:

Email: Email:

Occupation / Job Title: Occupation / Job Title:

🗆 I give permission to take up this reference 🗆 I give permission to take up this reference

prior to an offer of employment being made. prior to an offer of employment being made

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| **Education and Training**  **Secondary Schools** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Dates | | Names of schools attended | | Examinations taken and subjects passed | | |
| From | To |
|  |  |  | |  | | |
| **Further and Higher Education** | | | | | | |
| Dates | | Name of College | | Subjects studied | Examinations taken  Subjects passed and grades | |
| From | To |
|  |  |  | |  |  | |
| **Training – Professional or Vocational** | | | | | | |
| Dates | | Type of Training | Subjects Studied | | College / Company | Qualification Gained |
| From | To |
|  |  |  |  | |  |  |

| **Employment Record**  Please give details of all posts held since leaving full-time education giving the most recent first. Please give reasons for any gaps in employment. (Continue on a separate sheet if necessary.) | | | | |
| --- | --- | --- | --- | --- |
| Dates | | Employer | Title and details of post held | Reason for leaving |
| From | To |
|  |  |  |  |  |

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# Competency Application Form

**Relevant Skills, Knowledge and Experience**

### ESSENTIAL CRITERIA

Please refer to the Person Specification when completing this part of the application form. In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this role. Please use examples from your life experience, including details of the skills and experience you have gained through paid employment and other activities outside work that are relevant to your application for this post.

### DECLARATION

**NOTE** The employer reserves the right to interview only candidates who meet the specified criteria. Short-listing will be based only on the information supplied by the candidate on this application form.

**WARNING** An employee found to have knowingly given false or inaccurate information, or to have wilfully failed to disclose any relevant fact, will be dismissed.