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**APPLICATION FORM**

IN CONFIDENCE / PLEASE COMPLETE IN BLACK INK OR TYPESCRIPT

POST APPLIED FOR: **ADOPTION SOCIAL WORKER**

HOURS PER WEEK 37.5(Full Time) 30 (4 days equivalent) 22.5(3 days equivalent)

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ONLY APPLICATION FORMS CONTAINING ALL THE INFORMATION REQUESTED WILL BE CONSIDERED

*THIS FORM SHOULD BE COMPLETED, SIGNED & RETURNED TO: FAMILY CARE*

*ADOPTION SERVICES. 97, MALONE AVENUE. BELFAST BT9 6EQ or EMAILED to* ***mary.foy@familycareadoption.org***

 **BY THURSDAY 30th****JUNE 2022 at 4.00PM**

Pursuant to Data Protection Act 1998 and GDPR 2018, this information will be retained for 12 months or as part of any employment record with Family Care Adoption Services.

 **PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
|  SURNAME  |  FIRST OR GIVEN NAMES  |  TITLE   |
| HOME ADDRESS   |  HOME TELEPHONE NUMBER  |
| ADDRESS FOR CORRESPONDENCE (if different)    | MOBILE PHONE NUMBER  |
| EMAIL ADDRESS  |
|  NATIONALITY (Please Tick)  EU □ NON EU □  IF NON EU PLEASE SPECIFY  |  DO YOU HOLD A CURRENT FULL DRIVING LICENCE  YES / NO  |
|  REGISTERED DISABLED PERSON YES / NO IF YES PLEASE GIVE DETAILS   |

# EDUCATION

|  |
| --- |
|  RESULTS IN GCE / GCSE / A’ LEVEL (or equivalent)   |
|  SUBJECTS PASSED   |  LEVEL ATTAINED  |  GRADE   |  YEAR OBTAINED  |
|             |   |   |   |

# FURTHER EDUCATION

|  |  |  |
| --- | --- | --- |
|  DEGREE / DIPLOMA / CERTIFICATE   |  YEAR OBTAINED   |  COLLEGE OR UNIVERSITY   |
|           |   |   |

# PROFESSIONAL QUALIFICATIONS

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**NISCC Registration Number**

|  |  |  |
| --- | --- | --- |
|  NAME OF PROFESSIONAL BODY   |  YEAR OBTAINED  |  COLLEGE OR UNIVERSITY   |
|        |   |         |

# EMPLOYMENT HISTORY

## **Present Post**

|  |  |  |  |
| --- | --- | --- | --- |
|  NAME & ADDRESS OF CURRENT EMPLOYER     |  DATE APPOINTED    |  PRESENT SALARY   |  PERIOD OF NOTICE       |
|  FULL TIME   PART TIME  |  DEPARTMENT (INCLUDING LOCATION OF POST)    |  GRADE OF POST       |
|  PRINCIPAL DUTIES OF PRESENT POST         |  |

 **EXPERIENCE** Please list your previous posts beginning with your most recent.

|  |  |  |  |
| --- | --- | --- | --- |
|  EMPLOYER   |  GRADE   |  MAIN DUTIES   | FROM-Year & Month TO-Year & Month    |
|                       |   |   |   |

### ANY INTERVENING PERIODS OF UNEMPLOYMENT SHOULD BE ACCOUNTED FOR

#### PLEASE STATE HOW YOUR EXPERIENCE TO DATE HAS A BEARING ON YOUR PRESENT APPLICATION

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#### PLEASE DESCRIBE ANY OTHER ACTIVITIES WHICH MAY BE OF INTEREST IN RELATION TO THIS APPLICATION (E.G. PUBLICATIONS, COURSES ATTENDED, INTERESTS, ETC)

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# MEDICAL HISTORY

## **Please give brief details and approximate dates of any periods of sickness during the past FOUR years**

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| --- | --- |
|  NATURE OF ILLNESS            | LENGTH OF ABSENCE |

**PLEASE NAME TWO REFEREES, AT LEAST ONE OF WHOM SHOULD BE COMPETENT TO COMMENT ON YOUR PROFESSIONAL ABILITY.**

# IF YOU ARE OFFERED THE POST YOUR PRESENT EMPLOYER WILL BE ASKED FOR A REFERENCE (Relatives should not be named as referees)

1.

## NAME

## DESIGNATION/ OCCUPATION

## ADDRESS

## CAPACITY KNOWN TO YOU

2.

## NAME

## DESIGNATION/OCCUPATION

## ADDRESS

## CAPACITY KNOWN TO YOU

# DISCLOSURE OF CONVICTIONS

This post is exempt from the Provisions of the Rehabilitation of Offenders (Exemptions) Order Northern Ireland 1979. You are therefore not entitled to withhold information about any convictions, which for other purposes are regarded as ‘spent’ convictions, under the Provisions of the Order.

It is necessary therefore to ask the questions:

# HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OFFENCE? YES / NO

#

## IF YES PLEASE GIVE DETAILS

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It should be noted that disclosure of a conviction does not necessarily debar any applicant from obtaining employment

## **PLEASE PROVIDE ANY ADDITIONAL INFORMATION ON THIS PAGE**

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# DECLARATION

The foregoing particulars are complete and correct to the best of my knowledge and belief.

APPLICANTS SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A candidate found to have knowingly given false information, or to have suppressed any material fact will be liable to disqualification, or if appointed, to dismissal.