

**Application for Employment**

**Role applied for**

**The Welcome Organisation believes in Equal Opportunities for all. All appointments will be made on merit.**

**Having read the information pack provided, please complete this form fully outlining all experience you feel appropriate to the role being applied for within the Welcome Organisation. All information will be treated in confidence.**

**Have you held a current clean driving licence for more than 2 years? YES** [ ]  **NO** [ ]

**Personal Details**

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| **First Names:** | **Surname:** |
| **Home Address:** | **Postcode:** |
| **National Insurance Number:** | **Email Address:** |
| **Contact telephone numbers:- Home** **Work (if appropriate)****Mobile**  |  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**How did you hear about this Role?**

**Facebook** [ ]  **Jobs NI website** [ ]

**Indeed** [ ]  **Our website** [ ]

**Community NI** [ ]  **Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Education: Continue on a seperate sheet if necessary**

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| **From** | **To** | **Name and type of Educational Establishment attended - School / College / University** | **Examinations taken** | **Results achieved** |
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**Training: Please highlight any training you have received which you feel would be relevant to this role**

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**DETAILED EMPLOYMENT HISTORY**:  **Please start with your most recent employer and work backwards in time. List all jobs with each employer. Identify all gaps in your employment. Continue on a seperate sheet if necessary.**

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| **From** | **To** | **Name and address of employer** | **Job Title, main duties and responsibilities**  | **Reason for leaving** |
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**PLEASE OUTLINE IN THE SECTIONS BELOW HOW YOU MEET THE ELIGIBILITY CRITERIA:**

Using the **Person Specification,** describe how your Previous Experience, Skills/Ability and Education/Knowledge meet the Essential Criteria and Desirable Criteria for the post you have applied for. Please address each point concisely using no more than 300 words for each category and include examples where relevant. Failure to comply with this instruction will result in you not being eligible for shortlisting.

**Section 1:**

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| **Section 2:** |

**Section 3:**

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**Personal Attributes:** What personal attributes make you a good candidate for this role

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**Other**: Briefly summarise how you meet any Other Essential Criteria as outlined in the **Person Specification**

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**Other general information: Please explain your main reasons for applying for the post**

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**Disability: Do you consider yourself to have a disability?**

**Yes** [ ]  **No** [ ]

If your answer is **Yes** please provide details below including any reasonable adjustments we can make to assist you in your application or with our recruitment process

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**References: Please provide the names of two people whom we can contact for a reference (one of whom should be your current or previous employer). Your referees must not be related to you and will not be contacted without your permission.**

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| --- | --- |
| Name  |  |
| Address |  |
| Job Title |  |
| Relationship |  |
| Contact Phone Number |  |
| Email address:  |  |

|  |  |
| --- | --- |
| Name  |  |
| Address |  |
| Job Title |  |
| Relationship |  |
| Contact Phone Number |  |
| Email address:  |  |

**Rehabilitation of Offenders (Northern Ireland) Order 1978 (Exceptions Order 1979)**

As the organisation delivers services to vulnerable people we have a duty to protect the people we work with, therefore all paid and unpaid roles are exempt from the ***Rehabilitation of Offenders (Northern Ireland) Order 1978***. All convictions both spent and unspent must be disclosed.

A criminal record does not necessarily deny people the chance to work with the Welcome Organisation. We will carefully consider each individual and to what extent each conviction may pose risks to the service users.

The Welcome Organisation has a full policy statement on both the recruitment of ex-offenders and the secure handling, use, storage and retention of disclosure information both of which can be made available on request.

**Have you ever been convicted, either as an adult or a juvenile, of a criminal offence, cautioned, reprimanded, bound over to keep the peace or received a final warning by the police, or do you have any court cases pending?**

**Please answer**

**Yes** [ ]  **No** [ ]

If your answer is **Yes** please provide details below:

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| --- | --- | --- |
| **Date of Offence** | **Nature of Offence** | **Sentence or details of Police/Court Sanction** |
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**Is there any matter in your personal life which may cause embarrassment or difficulties to or would run contrary to the mission statement of the Welcome Organisation or its service users if it were known?**

**Please answer**

**Yes** [ ]  **No** [ ]

If your answer is **Yes** please provide details below.

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###### Is there any reason why you cannot work in regulated activity?

**Please answer**

**Yes** [ ]  **No** [ ]

If your answer is **Yes** please provide details below

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###### DECLARATION

Due to the nature of the work for which you are applying, this post is **exempt** from the provisions of The Rehabilitation of Offenders (NI) Order 1978 by virtue of the Rehabilitation of Offenders (Exceptions) (NI) Order 1979. Applicants are therefore **not entitled to withhold** information about ‘convictions’ (or otherwise) which for other purposes are ‘spent’ under the above provisions. Failure to disclose such convictions (or otherwise) could result in dismissal or disciplinary action. All information is **completely confidential.** Please note that all offers of employment are subject to satisfactory Police Checks under the order of **ACCESS NI.**

Please be assured that a criminal record will not necessarily be a bar to obtaining a position with our Organisation, and the disclosure information will not be used unfairly.

The Welcome Organisation does obtain an Access NI Code of Practice and a copy can be made available to all applicants on request.

**I declare that all the above information in this application is true to the best of my knowledge. I understand that deliberate falsification of factual information may lead to an offer of employment being withdrawn or dismissal at any stage. I declare that I am physically and mentally fit for work.**

**I give consent for an ACCESS NI check and agree to complete a questionnaire if offered employment**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please tell us if there are any dates when you will not be available for interview**

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**Please return completed form by email to ellenhippsley@homelessbelfast.org or by post to:**

**Ellen Hippsley**

**The Welcome Organisation**

**Unit 36/37 Townsend Enterprise Park**

**28 Townsend Street**

**Belfast**

**BT13 2ES**

**This form should be returned by the time and date as reflected on the Job Advert/Job Description**