**A picture containing clipart

Description automatically generatedApplication for Employment**

**Please complete and return as a word document.**

**Section 1 - PERSONAL DETAILS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Which post are you applying for: |  | | | | | |
| First name |  | | | Surname |  | |
| Email address |  | | | | | |
| Telephone |  | | | Mobile |  | |
| Address and post code |  | | | | | |
| How would you like us to contact you (email, telephone, post)? | |  | | | | |
| Where did you see this job advertised? | |  | | | | |
| Are you a UK/Irish or EU citizen? | YES  NO | If not, do you have a permit to work in the UK? | | | YES  NO | |
| For this job, you will need to have the right to work in the UK or have a valid UK work permit. If you are not a UK, Irish or EU citizen, you will be asked for documentation to support your right to work in N. Ireland | | | | | | |
| Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? | YES  NO | If so, please give details:  Date/Offence/ Penalty. | | |  | |
| Are there any cases pending against you? | YES  NO | If so, please give details: | | |  | |
| Is there any reason why you cannot work in regulated activity? |  | | | | | |
| Note: A criminal conviction not relevant to the duties of the post will not exclude you from consideration/employment. Failure to disclose any conviction will. | | | | | | |
| Do you consider yourself to have a disability relevant to the position applied for?  YES / NO If so, please give details. | Yes/No | If selected for interview, do you have any particular needs to enable you to attend? | | | |  |
| Are you currently employed: | Yes/No | If so, what is your notice period that you must give your employer if leaving? | | | |  |
| Do you hold a clear driving license? |  | With access to a car for purposes of work? | | | |  |
| Are you applying for full time hours 37.5 or part -time? If part-time please specify the number of hours | | |  | | | |
| Should your application for this post be unsuccessful, Do you wish your application be held and considered for other positions available? | | |  | | | |
| **SIGNIFICANT DATES**  Earliest date I could commence work:  Dates not available for interview:  Existing holiday bookings:  No of days sickness absence during past two years: | | | | | | |

**1.2 – REFEREES**

Please give the names of two people who can be contacted to give references for you (e.g. line manager, tutor). References will only be sought if an offer of employment has been made.

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|  | Referee 1 | Referee 2 |
| Name |  |  |
| Relationship to applicant |  |  |
| Company |  |  |
| Job Title |  |  |
| Address |  |  |
| Telephone |  |  |
| Email |  |  |

**2.0 EDUCATION / SCHOOL QUALIFICATIONS**

(full time education /vocational training between 10/11 years of age and 18/19 years of age) courses taken and successfully completed.

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| --- | --- | --- | --- |
| **Subject studied** | **Duration of study** | **Examination Results / Certification** | **Date of qualification** |
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**HIGHER EDUCATION-** This applies to attendance & qualifications from University or other third level College

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| --- | --- | --- | --- | --- | --- |
| **Level – Degree/Diploma/ Certificate etc. studied** | **Dates**  **From To** | | **Subject** | **Qualification obtained** | **Year Obtained** |
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**Give details of any short courses or training attended within the last 3 years**

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| --- | --- | --- | --- | --- |
| **Course Title** | **Content/ Purpose** | **Duration (hours)** | **Accreditation level** | **Accreditation achieved** |
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**3.0 EMPLOYMENT HISTORY:** *Start with your current or most recent employment, and work backwards through your career. Please state month and year for employment e.g. (01/12/06 – 01/02/07). Also include any significant periods of unpaid work / volunteering you have undertaken*

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| --- | --- | --- | --- | --- | --- |
| **Dates**  ***From To*** | | **Employer and**  **Location of Job** | **Position** | **Salary** | **Reason for Leaving** |
| **DD/MM/YY** | **DD/MM/YY** |  |  |  |  |
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**4.0 ESSENTIAL CRITERIA: Please evidence how you meet the criteria below.**

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| **1. Essential -** Qualifications, knowledge and & experience  Please use this space to detail how you meet the essential criteria in the job description. |
|  |
| Please use this space to provide details on how you meet the skills required for this post as detailed in the job description. |
|  |
| **Desirable Criteria**  If applicable, Please use this space to provide details on how you meet the desirable criteria |
|  |

**NOTES:**

Where the number of candidates meeting the essential criteria warrants further reduction before selection for interview, STEP reserves the right to select for interview, only those candidates meeting the essential criteria who, based on the desirable criteria and their overall standard of application, best meet the needs of the organisation.

STEP reserve the right to draw inference of capacity to meet the demands of the position from the standard of presentation of the application.

**Access NI Checks** - If your application is successful and you are offered employment with us you will be asked to consent to an Enhanced Disclosure check (AccessNI). This is to ensure we safeguard children, young people and vulnerable adults with whom we work. You do not have to consent to these checks being carried out but, if consent is withheld, STEP have the right to withdraw the offer of employment.

**Data Protection Statement** - The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form, you are agreeing to the processing of sensitive personal data in accordance with our registration with the Data Protection Commissioner.

**DECLARATION**I declare that, to the best of my knowledge, the information given in my application is correct. I understand that providing misleading or false information will disqualify me from appointment or, if appointed, may result in my dismissal.

By completing this form I understand that I give my consent under the Data Protection Act 2003 for this information to be processed in accordance with STEP policy for the purpose stated above.

I have completed this form myself. To the best of my knowledge the information given is correct. I understand that providing misleading or false information will disqualify me from selection or if appointed, may, on discovery, result in my immediate dismissal.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

Completed applications should be returned by the closing date of **4.00 pm on Thursday 06 April 2023** either by email to pamela.mcginn@stepni.org or in hard copy to the Dungannon office at the address above. If you submit an electronic application, please ensure to also send hard copy with signature by Thursday 13 April 2023. Please note that late applications will not be considered.