# Logo Description automatically generated

The Bytes Project

300-302 Antrim Road, Glengormley

BT36 5EG

**Employment Application Form**

Application forms must be returned to: [applications@bytes.org](mailto:applications@bytes.org)

Please use email subject heading: Private and Confidential – Youth Worker Digital Support.

Closing date for receipt of application form: **31st August 2023, no later than 12 noon.**

Please complete this application form and return it on or before the closing date stated. Late applications will not be accepted. Only information provided on this application form will be considered by the panel.

Please complete all sections of this form using black print or typescript.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Post applied for:** | Youth Worker Digital Support  North-West  North-East  Antrim & Newtownabbey | **Application Reference:** |  |
| **Hours:** | 25 | | |
| **Closing date/time** | 31st August 2023, no later than 12 noon. | | |

**Personal Details:**

|  |  |
| --- | --- |
| **Surname:** | **Telephone Number (Mobile):** |
|  |  |
| **Forename(s):** | **Email Address:** |
|  |  |
| **Address and postcode:** | |

**Employment History**

Please give details of jobs that you have held, starting with your present or most recent employer and work backwards, in chronological order. Include in this section any breaks in employment history for example, caring responsibilities, travelling or returning to study, registered unemployment and temporary/voluntary employment. (Please continue on a separate sheet if required)

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates From/To** | **Employer’s Name and Address** | **Post held** | **Reasons for leaving** |
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|  |  |
| --- | --- |
| If you are currently employed what is the notice period? |  |

**Relevant Qualifications and/or Professional Membership**

Original proof of qualifications will be requested if recommended for appointment

(Please continue a separate sheet if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications** | **School/collage/university/registered body** | ***Grade*** | **Date Gained** |
|  |  |  |  |

**Suitability for this position**

Please detail below how you meet the essential criteria.

|  |
| --- |
| 1. **Qualifications (150 words max)** |
| A level 3 or equivalent qualification in IT: |
| 1. **Experience (150 words max per subheading)** |
| Demonstrate a minimum of 1 years’ experience using creative ICT solutions t. **(150 words max)** |
| 1. **Knowledge (100 words max)** |
| Demonstrable knowledge of ICT systems, with confidence in ability to learn any new systems or software as required. **(150 words max)**  Demonstrable working knowledge of information technology systems to include the following SharePoint, OneDrive & Microsoft 365 packages: Outlook, Word, Excel, PowerPoint. **(150 words max)** |
| 1. **Evidence of Skills (200 words max per subheading)** |
| Skills in delivery of Digital Youth Work programmes focusing on the four pillars of the Bytes Strategy. **(200 words max)**    Skills in building and sustaining effective relationships and working collaboratively with external providers/ organisation who support development of young people in Digital Skills. **(200 words max)** |
| 1. **Innovation (250 words max)** |
| Demonstrable capacity for **one** of the following mindsets (Further information can be found in the JD) **(250 words max)**   * People who can **identify** opportunities * People who can **ignite** ideas: * People who can **investigate** ideas: * People who can **invest** in ideas: * People who can **implement** ideas: * People who can **improve** ideas: |
| 1. **Other** |
| 1. Can you Commit to the aims and values of Bytes, including the principles that drive the values and behaviours of staff in Bytes as outlined on page 4 of information pack?  |  |  | | --- | --- | | Yes | No |  1. A full current driving licence\* and access to a form of transport that will enable the postholder to meet the travel requirements of the Job   \*Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence   |  |  | | --- | --- | | Yes | No |  1. Have you the ability to work flexible hours and to travel throughout UK, Ireland, and occasionally abroad at times demanded by the job?  |  |  | | --- | --- | | Yes | No | |

I confirm that the information I have given is accurate and complete, as misleading or false statements will result in the withdrawal of the offer of employment, or if employed dismissal.

**Signed Date**