

Assisi Animal Sanctuary Application Form

Complete all sections of the application form, sign and return to mary@assisi-ni.org by 29th May 2025 at 4.30pm
Please note that only fully completed application forms will be considered.

JOB DETAILS													
Position Applied for:										Job Reference No:			
How did you hear of this vacancy?		Website <input type="checkbox"/>		Friend <input type="checkbox"/>		Assisi Employee <input type="checkbox"/>		Onsite Visit <input type="checkbox"/>		Newspaper <input type="checkbox"/>		Other <input type="checkbox"/>	
Working Schedule:		Full Time <input type="checkbox"/>		Part Time* <input type="checkbox"/>		* Please give details of hours wanted if applicable							
PERSONAL DETAILS													
Surname				First Name				Title					
Maiden Name or previous names													
Street Address													
Town/City				County				Postcode					
Mobile Number				E-mail									
Date Available				National Insurance No									
DRIVING LICENCE													
Do you hold a current Driving Licence?				YES <input type="checkbox"/> NO <input type="checkbox"/>									
If YES, please state the type of licence you hold													
Do you have any current endorsements? (select as applicable)				YES <input type="checkbox"/> NO <input type="checkbox"/>									
If YES, please specify													
REFERENCES													
Please give the names and addresses of two people (un-related to you) who are willing to provide a confidential reference regarding your character and general suitability for the position for which you have applied. You must provide two referees, one of whom must be your current or most recent employer.													
Name:				Name:									
Occupation/Position				Occupation/Position									
Address				Address									
Telephone				Telephone									
Email				Email									
Relationship to referee				Relationship to referee									
May we approach this referee prior to making a job offer?				May we approach this referee prior to making a job offer?									

PRESENT EMPLOYMENT

Job Title					
Name of employer					
Street Address					
Town/City		County		Postcode	
Date started current post					
Date commenced with employer					
Salary/wage/benefits					
Notice required					

Briefly describe your present job; its main purpose and your responsibilities

PREVIOUS EMPLOYMENT

Please list most recent first. Include permanent and temporary work, service with HM Forces, voluntary work, work experience and previous service with Assisi Animal Sanctuary.

Name & Address (including nature of business)	From / To (exact dates)	Position and Salary	Reason for leaving

EDUCATION AND QUALIFICATIONS

From age 11 onwards, and please state whether full (F) or part (P) time

[illegible]

TRAINING

This includes government training schemes, apprenticeships, short courses, projects and secondments. Please also include trade/professional training and give date of completion.

Course Title	Organisation	From/To

PROFESSIONAL MEMBERSHIP

Please indicate whether membership is by examination

Institute	Level of membership	Year of Award

OTHER EXPERIENCE

Please describe all time spent since leaving full-time education. Full details should be given for any period not accounted for by full-time employment, education and training. This would include e.g. unemployment or voluntary work. Please state this information in chronological order.

Experience	From / To

WHY ARE YOU APPLYING FOR THIS JOB?

Please mention any specific and relevant skills or experience that meet the requirements of the job description and the essential and desirable criteria specification. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests. (Please continue on a separate sheet if necessary).

PERSONAL DEVELOPMENT

Please outline your career and development aims

INTERESTS

Please describe your spare time interests, hobbies and sports, membership of clubs, professional bodies and societies.

CRIMINAL CONVICTIONS

Have you ever been convicted of a criminal offence, or is a charge pending? If Yes, give details including the nature of the offence and the penalty (if any)

NOTE: This post is (or may be) exempt from the provision of the Rehabilitation of Offenders (Exceptions Amendment) Order (Northern Ireland) 1987. You are therefore not entitled to withhold information about convictions which for other purposes are regarded as "spent" convictions. Any failure to disclose such convictions could lead to disqualification or dismissal. Any information given will only be used in connection with posts to which the Order applies.

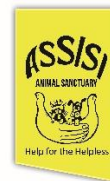
DECLARATION

I understand that any appointment, if offered, will be subject to the information on this application form being correct, and that this will form part of any employment agreement entered into with Assisi Animal Sanctuary.

Assisi is collecting your details because you wish to be or are an employee of Assisi Animal Sanctuary. We need your data to be able to contact you in your capacity as an employee. We take your privacy very seriously and promise to keep your information safe. We'll never give away or sell your details to other organisations to use for their own purposes. We are required by law to share your details with HMRC, Auditors, and DWP.

Signed _____

Date: _____



Assisi Animal Sanctuary Equal Opportunities Monitoring

Introduction:

We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees, and we aim to select the best person for the job.

We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998*.

You are not obliged to answer the questions on this form, and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

Please read the Notes Section before completion.

Please provide the following personal details by placing an X in the appropriate box below.

1. Sex:

MALE
OTHER

☐
☐

FEMALE

☐

If other, please specify.....

2. Marital Status:

SINGLE
WIDOWED
OTHER

☐
☐
☐

MARRIED
DIVORCED

☐
☐

If other, please specify.....

3. Disability is defined as physical or mental impairment which has a substantial and long-term adverse effect on the individual's ability to carry out day-to-day activities

Do you consider yourself to have a disability?

YES

☐

NO

☐

If yes, please indicate the nature of your disability by ticking the appropriate box(s) below.

MOBILITY
VISION
HEARING
SPEECH

☐
☐
☐
☐

DEXTERITY / CO-ORDINATION
PSYCHIATRIC / MENTAL
LEARNING
OTHER

☐
☐
☐
☐

If other, please specify.....

4. Race / Ethnic Origin

WHITE
CHINESE
IRISH TRAVELLER
PAKISTANI
BANGLADESHI
OTHER

☐
☐
☐
☐
☐
☐

BLACK AFRICAN
BLACK CARIBBEAN
BLACK OTHER
MIXED ETHNIC GROUP
INDIAN

☐
☐
☐
☐
☐

If other, please specify.....

5. Nationality Please specify.....

6. Religion

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am a member of neither the Protestant or Roman Catholic community

☐
☐
☐

Notes

1. Assisi Animal Sanctuary is committed to equality of opportunity for all job applicants regardless of their sex, marital status, disability or religion.
2. Assisi selects those eligible and suitable for employment and advancement solely on the basis of merit and monitors its activities to ensure that its equal opportunities policy is implemented effectively.
3. The Fair Employment (Monitoring) Regulations (Northern Ireland) 1999 prescribe the principal method of determining the community to which applicants belong as the direct question. Where an applicant fails to complete the question, Assisi is obliged in accordance with the Fair Employment Code of Practice, to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.
4. This information will be treated as confidential and will be held securely. Access to this information will not be available to persons considering your application for employment.
5. Monitoring will involve the use of statistical summaries of information in which the identity of individuals will not appear. The information will not be available for any purpose other than equal opportunities monitoring except where it is specifically requested by a statutory body.
6. If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.
7. If you have queries regarding this form, please contact:

Mary Erwin (HR Administrator)
Email: mary@assisi-ni.org
Phone: 02891 311157