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| **JOB APPLIED FOR:** | **Community Wellbeing Support Worker** |
| **CLOSING DATE:** | **8.00pm Sunday 6th July 2025** |
| **INTERVIEWS** | Interviews are scheduled for Wednesday 16th July 2025 with a preference for face-to-face although online will be considered. |
| **APPLICATION FORMS** | Completed application forms must be e-mailed to:  [recruitment@clare-cic.org](mailto:recruitment@clare-cic.org) |

**GUIDELINES: All applicants are advised to read these guidelines prior to completing the application form.**

Only this completed application form will be considered, C.V.s will be disregarded. Please complete all sections of this application using typescript, applications must be legible.

If you so wish, instead of typing out your answers in the “**DEMONSTRATING YOUR RELEVANT EXPERIENCE”** section you may record these and send them in with your completed application. Please adhere to the time limits specified beside the question.

It is the responsibility of applicants to clearly demonstrate, by the information which they give in their application form, exactly how they meet the essential (and if applicable the desirable) criteria for the post as stated. Failure to do so may result in not being shortlisted.

Where a high volume of applications is received, desirable criteria may be used for shortlisting.

All information provided on the application form must be true and accurate. Applications containing information that is discovered to be untrue or inaccurate will not be accepted. If an appointment has already been made, it may result in disqualification from appointment or dismissal.

All applications received will be treated in the strictest confidence.

CLARE CIC respects and promotes equal opportunity and positively welcomes applications from all sections of society.

Applications must be received by the designated deadline – **8.00pm Sunday 6th July 2025.** Please return applications to [recruitment@clare-cic.org](mailto:recruitment@clare-cic.org) .

Best of luck, we look forward to receiving your application soon!

**APPLICATION FORM**

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| If you require this form in an alternative format (e.g. audio/braille) please email us at [recruitment@clare-cic.org](mailto:recruitment@clare-cic.org) |
| Where there are tick boxes, please check all those that apply. |

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| **Personal Information** | |
| Forenames: Click or tap here to enter text. | Surname: Click or tap here to enter text. |
| Address: | |
| Phone: Click or tap here to enter text. | Mobile: Click or tap here to enter text. |
| Email: Click or tap here to enter text. | |

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| **Career History**  Summarise your career history, starting with your most recent job and working backwards in date order. As a guide, you should include your last 4 or 5 jobs summarising in one or two sentences the purpose of each role. | | |
| **Dates (from/to)** | **Employer / Role** | **Job Purpose and Key Achievements** |
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| **Education, Training and Qualifications**  Please give details of relevant education, training and qualifications including current/proposed courses. | | |
| **Date** | **Awarding Body / Where achieved** | **Qualifications / Training Details** |
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| **Please give details of membership of professional associations and registration number.** |
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**DEMONSTRATING YOUR RELEVANT EXPERIENCE**

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| The following sections ask you to outline how you meet the relevant experience and desirable criteria specified in the Personnel Specification. Applicants must clearly demonstrate experience giving examples and provide full details of any relevant qualifications with the grade /level obtained.  If you so wish, instead of typing out your answers in the “**DEMONSTRATING YOUR RELEVANT EXPERIENCE”** section you may record these and send them in with your completed application. Please adhere to the time limits specified beside the question. |
| Are you submitting a video recording?  Yes  No |
| **Essential Criteria**.  ***Qualifications and experience: - Please demonstrate how you meet the essential criteria of:***   * 1a. Hold 4 GCSEs / O levels including English and Maths grade C or above and have minimum of 1 years’ experience engaging with older people within a community, voluntary or residential setting-paid or unpaid.   Or   * 1b. Hold NVQ level 2 Health and Social Care and have a minimum of 1 years’ experience engaging with older people within a community, voluntary or residential setting-paid or unpaid.   Or   * 1c. Have two years paid experience working directly with older people in a community or residential support worker role. (250 words max / 1 min 45 second video)   ***Skills and Abilities: - Please demonstrate how you meet the essential criteria of***   * Good IT skills and an ability to be administratively self-sufficient (150 words max / 60 second video)   ***Other: - Please demonstrate how you meet the essential criteria of:***   * Hold a current UK Driving Licence and have access to a car – this criterion will be waived in the case of an applicant whose disability prohibits driving but who is able to organise alternative arrangements. (100 words max / 45 second video) * Ability to work flexibly and occasionally on weekends and evenings. (100 words max / 45 second video) |
| **Desirable Criteria**   * Experience of working with older people experiencing dementia. (150 words max / 60 second video) * Local knowledge or experience of North Belfast. (150 words max / 60 second video) * An understanding of the complex range of challenges experienced by older people and the importance of personalised support planning. (150 words max / 60 second video) * Practice based knowledge of how to assess and manage risk including the identification and response to adults at risk of harm. (150 words max / 60 second video) |

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| **References** | |
| Two referees are required (not family members). One of these must be your present or most recent employer. These will not be contacted until after the interview and without your prior knowledge. | |
| **Present/most recent employer** | **Second referee** |
| Name: Click or tap here to enter text. | Name: Click or tap here to enter text. |
| Address: | Address: |
| E-mail address: Click or tap here to enter text. | E-mail address: Click or tap here to enter text. |
| Telephone number: Click or tap here to enter text. | Telephone number: Click or tap here to enter text. |
| Capacity in which known to you:  Click or tap here to enter text. | Capacity in which known to you:  Click or tap here to enter text. |
| **Notice Period** |  |
| If appointed, what is your required notice period? | Click or tap here to enter text. |

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| **Additional information**  **Health**  Please state dates and reasons for illnesses over the last two-year period:  **Criminal convictions, cautions or bind-overs**  Owing to the sensitive nature of our work with “vulnerable groups” CLARE CIC requires all prospective employees to disclose criminal convictions, cautions or bind-overs. Unprejudiced consideration will be given to candidates who disclose cautions, convictions or bind-overs, unless, they are manifestly incompatible with the post in question.  Do you have a criminal conviction, caution or bind-over? YES/NO  If yes, please give details:  This information will be held in strict confidence in line with General Data Protection Regulations. All appointments of prospective employees are subject to enhanced criminal record check through Access NI.  **Access NI**  IT IS A CRIMINAL OFFENCE FOR A PERSON TO KNOWINGLY APPLY FOR A POSITION WHICH THEY ARE BARRED FROM  Is there any reason why you cannot work with children/vulnerable adults?  (Please circle) YES NO  This information will be held in strict confidence in line with General Data Protection Regulations.  **Work permit**  Do you need a work permit to work in the UK? Choose an item.  If yes, please specify: Click or tap here to enter text.  **Vetting and application form declaration**  I agree to my details being passed to Access NI in order that a police check is carried out and that the result, including a copy of any cautions or convictions whether live or spent, will be disclosed to CLARE CIC in confidence. I declare that the information set forth in this application form is, to the best of my knowledge true and complete. I understand that any misinformation will disqualify me from appointment or may lead to dismissal if an appointment is made.  Signature: Click or tap here to enter text. Date: Click or tap here to enter text. |

**PERSONAL DECLARATION**

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| I declare that to the best of my knowledge the information given is honest and accurate. I understand that any wilful misstatement or omission renders me liable to disqualification or, if appointed, to dismissal.  I understand that the appointment is subject to receipt of satisfactory reference, pre-employment health assessment, the verification of qualifications required for the post (as per the personnel specification) and relevant disclosure check.  I hereby give consent for the information on this form to be collected, stored and processed in accordance with the provisions of the General Data Protection Act 1998 and the General Data Protection Regulations.  **Signature: ­­­­­­­­­­­­­­­­­­­­­­**Click or tap here to enter text. **Date:** Click or tap here to enter text. |

**Upon submission of the application form an Equality Monitoring Form will be issued separately. This must be completed and submitted in advance of shortlisting. Access to this information will be strictly controlled. It will not be used in shortlisting or recruitment. Monitoring will involve the use of statistical summaries of information in which the identities of individuals will not appear.**

**Completed application forms are to be e-mailed to** [**recruitment@clare-cic.org**](mailto:recruitment@clare-cic.org) **no later than 8.00pm Sunday 6th July 2025**