



APPLICATION FORM

RE: Post of Carer Advocate:
South and East Belfast

Dear Applicant

RE: Readvertised Post of Carer Advocate: South and East Belfast

To help you with your application, you should read the following before completing your form.

We do not accept Curricula Vitae (CV's). Therefore, it is important that you fully complete each section of our application form, giving the information requested.

Late applications will not be accepted even if delayed due to technical reasons.

It is the responsibility of each candidate to ensure that all such information is provided. Candidates who fail to provide sufficient information on which a panel might determine their eligibility for the post will not be shortlisted.

We have an equal opportunity policy and endeavour to ensure that selection for jobs, training and promotion is carried out fairly and based on job related criteria. In order for us to properly assess your application, it is important that you complete the form as fully as possible, demonstrating how your skills/experience relate to those described in the advert and Person Specification. The panel may enhance the criteria in order to facilitate short-listing of the post. The panel will shortlist only on the basis of the information provided on your application form.

We also need to monitor the effectiveness of our policy. I would therefore ask you to complete the enclosed monitoring form and return with your completed application form.

The Fair Employment Monitoring form is regarded as part of your application and failure to complete and return it will result in disqualification.

The closing date for receipt of application forms is **Monday 25th August 2025 at 2 pm** and applications received after this date will not be considered. Please forward all completed applications to info@cause.org.uk or sent to **CAUSE, Unit 2 Lesley Office Park, 393 Holywood Rd, Belfast BT4 2LS.**

If you have any disability which prevents you from completing the application process, please contact me to discuss what further assistance you require.

The successful candidate will be required to provide proof of essential qualifications and also provide documentary evidence of their eligibility to work in the United Kingdom. We are also committed to adhering to the Access NI Code of Practice in relation to requesting disclosure checks where appropriate and processing information in accordance with the code. We would like to thank you for the interest you have shown in this post, and we look forward to receiving your application.

Application for Employment

Carer Advocate - South and East Belfast

PRIVATE AND CONFIDENTIAL

Application Ref No: **CABeIS&E/07/2025**

Position		Carer Advocate South and East Belfast	
Location:		CAUSE, Unit 2 Lesley Office Park, 393 Holywood Rd, Belfast BT4 2LS	
1. APPLICANT DETAILS			
Surname:		Forename(s):	
Home Address:			
Postcode:		Email:	
Home Number:		Mobile Number:	
National Insurance Number:			
Reasonable Adjustments Please provide details of any special arrangements/adjustments in relation to either communications or access requirements if invited to interview.			
Driving Licence Are you able to drive / access to transport as role will require travel?			
This criterion may be waived if a disability prohibits driving. In this case you must have access to a form of transport which allows you to fulfil the requirements of the job in full. If appropriate, please indicate how you would meet this requirement.			
Right to work in the UK Do you need a work permit to work in the UK? As required under legislation, we will require you to present documentary evidence to confirm your right to work in the UK, e.g. Your Passport or other Official Documentation confirming your National Insurance Number and your Full Birth Certificate or any other eligible documentation.			
How did you hear about this vacancy?			

APPLICANT EDUCATION / QUALIFICATIONS

Please use this section to provide details of your education history, any qualifications attained, membership of any relevant professional bodies, and any additional training which you feel is relevant to support your application. Please note that proof of qualifications and/or membership of professional bodies may need to be produced.

A qualification (e.g. Social Work, Health and Social Care, Counselling, Community Work, Business Development, Degree, BTEC, HND, HNC etc)

[illegible]

Relevant third level education and above (if applicable)

Degree/Diploma/Certificate	Result	Date Obtained

3. APPLICANT EMPLOYMENT HISTORY – CURRENT

Current Employment:

Please include any previous experience (paid or unpaid), starting with the most recent first.

Name of Current Employer			
Employment Date	From		To
Address of Current Employer			
Current Position / Job Title			
Notice Period			
Salary and Benefits on leaving post			
Reason for Leaving			
Key Duties and Responsibilities: Please use this to also note any additional Information (any other relevant information you feel may be relevant):			

4. APPLICANT EMPLOYMENT HISTORY- PREVIOUS

Previous Employment: Please include any previous experience (paid or unpaid), starting with the most recent first.

Name of Employer			
Employment Date	From		To
Address of Employer			
Position / Job Title			
Salary and Benefits on leaving post			
Reason for Leaving			
Key Duties and Responsibilities: Please use this to also note any additional Information (any other relevant information you feel may be relevant):			

Name of Employer			
Employment Date	From		To
Address of Employer			
Position / Job Title			
Salary and Benefits on leaving post			
Reason for Leaving			
Key Duties and Responsibilities: Please use this to also note any additional Information (any other relevant information you feel may be relevant):			

5. Please answer the following questions, giving details and dates, where relevant, of how you meet the specifications. They have been devised to assist in the short-listing process and relate directly to the criteria outlined in the candidate specification. Failure to provide sufficient information/detail in response to the direct questions will in effect mean that your application may not be short-listed due to lack of information.

*** PLEASE NOTE, RECENT EXPERIENCE MEANS FROM 2019 TO DATE**

5A A qualification (e.g. Social Work, Health and Social Care, Counselling, Community Work, Business Development, Degree, BTEC, HND, HNC etc)

--

5B. Firsthand experience supporting someone close, whether a partner, friend, or relative through serious mental health difficulties.

--

5C. At least 1 year experience building and maintaining relationships with key stakeholders as well as other community and voluntary organisations.

5D. Recognised mental health professional or personal development training (e.g. recovery college courses).



5E. At least 1 year experience recording and reporting on service monitoring, evaluation, and improvement.



5F. At least 1 year experience supporting or advocating for people in emotionally complex situations.

5G: Experience delivering educational or support group sessions.

5H. The post holder will require access to a car, with Business insurance, or other means of transport to fulfil the travel requirements of the role. The role will involve 1 evening per week (most likely Thursday evening) and perhaps weekend working and requires an individual who can be flexible and adaptive to meet supporter's needs.

5I. DESIRABLE: Post-secondary education or relevant training in mental health, advocacy, or family support.

5J. Understanding of carer rights, mental health tribunals, and related structures.

6. OTHER INFORMATION

Disability Discrimination Act

A person has a disability if he or she has “a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.” (*Disability Discrimination Act 1995*)

Do you, in accordance with the above, have a disability? Please Tick

Yes ☐ No ☐

Do you require any reasonable adjustments to be made to support and assist you if called for interview?

Disciplinary or grievance procedures, complaints and criminal offences.

Have you been the subject of either a disciplinary or grievance procedures in any of your previous employment? Please Tick

Yes ☐

No ☐

If yes, please give details including outcome(s)

Have you been the subject to a complaint made by a service user, member of the public or colleague? Please Tick

Yes ☐

No ☐

If yes, please give details including outcome(s)

Given the nature of the job for which you are applying, do you have any convictions that are not “protected” as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979 (as amended in 2014) we only ask about convictions which are defined as “not protected” for the purposes of obtaining a Standard or Enhanced disclosure.

All conditional offers are subject to a satisfactory personal declaration and all regulated posts must also have a satisfactory Enhanced Disclosure Check including a Barred list check we are committed to the equality of opportunity for all applicants, including those with criminal convictions. We will undertake to ensure an open, measured and recorded discussion on the subject of any offences or other matters that might be considered relevant for the position concerned. If required this will be conducted following the selection process. Whilst the disclosure of information will not automatically prevent an individual from obtaining employment, it is essential that all convictions (other than protected convictions) are disclosed to allow Cause to adequately consider their relevance to the post in question. Cause considers failure by applicants to declare complete and accurate information about convictions to be a serious breach of trust. Please tick 'Yes' to confirm that you accept and understand the above.

Yes: ☐

No: ☐

In accordance with the Safeguarding Vulnerable Groups (NI) Order 2007, it is an offence for anyone who is barred from working with Children and/or Vulnerable Adults to seek work in a post involving “regulated activity” in an area from which they are barred. Please tick 'Yes' below to confirm that you accept and understand this requirement.

Yes: ☐

No: ☐

7. REFEREES

Please state the names and addresses of two referees of whom confidential enquiries will be made as to your skills, experience and work performance. (Both should be familiar with your work, and at least one should be your present or most recent employer. Neither referee should be a relative.) *Please note as part of CAUSE commitment to thorough and responsible recruitment practices, we routinely go beyond standard reference checks by contacting at least one referee via telephone in addition to email-based enquiries. This additional step helps ensure a more comprehensive understanding of a candidate's skills, experience, and work performance.* References process will only be checked after successful interview.

	<u>Referee 1</u>	<u>Referee 2</u>
Name:		
Relationship to you:		
Position held:		
Company Name and Address (including postcode)		
Telephone No:		
Email Address:		

8. DECLARATION

I declare that all the foregoing statements are true, complete and accurate.

I understand that if I give wrong information or leave out important information I could be dismissed if I take up this job.

I understand that to take up this job I must have satisfactory references, and ACCESS NI check (if applicable).

I understand that I may be asked to show some formal identification and evidence of qualifications if required.

I confirm that as far as I know there are no medical reasons which would stop me from carrying out the duties of this job.

I agree to you making any necessary enquiries during the recruitment and selection process I understand that canvassing will disqualify me from the selection process for this job.

Signed		Date	
---------------	--	-------------	--