

**PLEASE WRITE CLEARLY AND COMPLETE IN BLACK INK.**

All information will be treated in confidence and will only be used by Bytes Project to assess your suitability for the post applied for. Please ensure that you retain the original format of the application form at all times.

CVs must not be included and will not be considered. Please attach additional sheets if required.

“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”

# The Vacancy

Job applied for: **Exodus 500 Youth Support Manager**

Job reference no: **BP/E500YSM/0517/**

# About Yourself

**Forename: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Birth: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_\_**

**National Insurance No. \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_**

**Home Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What notice do you need give to your current employer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Your Qualifications

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| **Essential Requirement Qualifications** | | | |
| 1. **OCN Level 3 Award in Youth Work Practice or equivalent (Minimum)** 2. **Level 2 ICT Qualification (Minimum)** 3. **GCSE English & Maths Grade A-C** | | | |
| **Place of Study** | **Name of Qualification** | **Date Completed** | **Grade** |
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| **All Other Qualifications** | | | | |
| **Place of Learning** | **Type of Qualification** List all Qualifications | Date Taken | Subject | **Grade** |
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# Previous Jobs

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| **Name & address of employer** | **dates of employment** | **job title & brief description of**  **duties** | **reason for**  **leaving** |
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# References

Please give the name, address and occupation of two responsible referees, **one should be your current/previous employer,** who are willing to answer questions about your character.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Have a minimum of 6 months’ experience of managing a similar youth project**

**4. Have a minimum of 1-year full time (or 2 years 16+ hrs part time) experience of working with unattached 16-25 year olds in a youth work environment.**

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**5. Current, clean, driving licence with access to own vehicle. (This can be waived in the case of an applicant whose disability prohibits driving, but who is able to organise suitable alternative arrangements, which enable them to meet the duties of the post).**

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| **6. Demonstrate experience in recruitment of staff** |
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| **7. Ability to manage, promote and develop positive relationships and team work.** |
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| **8. Ability to supervise the workload of a team.** |
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| 1. **Ability to influence, inspire, motivate and instil confidence in others.** |
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| 1. **Ability to work effectively under pressure, and handle changing priorities to keep within deadlines.** |
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| 1. **Experience of project management and preparation and implementation of annual work plans and work reports.** |
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| 1. **Experience of managing budgets.** |
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| 1. **Demonstrable success in securing funding and tender bids.** |
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| 1. **Ability to create and sustain effective working relationships and build consensus with key stakeholders.** |
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# Other Information

**Desirable Criteria:**

**Please detail below how you meet the desirable criteria (please refer to job description)**

**Criminal convictions, cautions or bind-overs**

Owing to the sensitive nature of our work with “vulnerable groups” Bytes 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Is there any reason why you cannot work in “Regulated Activity” as defined by Safeguarding Vulnerable Groups Order 2007 (SVGO) and as amended by the Protection of Freedoms Act 2012 (PoFA)?

**YES/NO**

Bytes adheres to Access NI’s code of practice. This information will be held in strict confidence. Where applicable appointments of prospective employees are subject to Access NI clearance. A risk assessment will be conducted if any information is disclosed on an Access NI disclosure certificate to assess the suitability of appointment

# Declaration

I declare that the information, which I have given, is correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return the completed form (Marked Confidential) by 2:00 PM on Friday 26th May to:**

**(Applications submitted by email will require a handwritten signature at interview.)**

**Fiona Hamilton**

**Administrator**

**The Bytes Project**

**Unit 5, Filor Building**

**155 Northumberland Street Email: fiona.hamilton@bytes.org**

**Belfast BT13 2JF**  **Tel No: 02890 288810**