##

**IN CONFIDENCE**

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| **APPLICATION FOR employment** |
| **POST:** |  |
| **REFERENCE NO:** |  |
| **CLOSING DATE:** |  |

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| **APPLICATION INFORMATION** |
| 1. A separate application and monitoring form must be completed for each post applied for
2. The successful candidate(s) may be required to have an Access NI enhanced with relevant barred list check (please see job description for requirements)
3. A criminal record will not necessarily be a bar to obtaining a position
4. A copy of the Access NI Code of Practice, our Recruitment of Ex-offenders Policy, and our Disclosure Security Policy can be found on our website <https://belfastwomensaid.org.uk/work-with-us/>
5. Please complete all sections of this application form using black ink or type
6. Please return your completed application form by email to: kay.irvine@belfastwomensaid.org.uk or by post to: The HR Co-Ordinator, 30 Adelaide Park, Belfast, BT9 6FY
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| **PERSONAL PARTICULARS** |
| **Name:** |  |
| **Address:** |   |
| **Mobile:** |  |
| **Email Address:** |  |
| **Do you have a current Driving Licence?** |  |
| **Is there any reason that you cannot work in a regulated activity?** *(If yes, please give details on separate sheet)* |  |
| **Do you currently have the right to work in the UK?** |  |
| **Are you/have you ever been registered as a Social Worker with NISCC or any other similar body?\*** |  |
| **If yes, is your registration still valid?** |  |

**\****Social Worker registration is not needed for this post*

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| **EDUCATION -** *Please list below all GCSE & A Level qualifications or equivalent* |
| **GCSEs** | **Grade** | **GCSEs** | **Grade** | **A Levels** | **Grade** |
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| **FURTHER EDUCATION** |
| **Date** | **Institution** | **Course & Qualification** |
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| **PROFESSIONAL QUALIFICATIONS** *-**Please include name of professional body & dates* |
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| **ADDITIONAL TRAINING -** *Please list below any further training relevant to this post to include dates, detail and qualifications if applicable* |
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| **PROFESSIONAL RECORD –** *Starting with your current or most recent employer,**please briefly outline your career history below covering the last 6 positions held.* |

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| **Current Employer** |
| Dates of Employment:  |  |
| Name of Employer:  |  |
| Post Held:  |  |
| Reason for Leaving:  |  |
| Brief summary of duties:  |  |
| Salary:  |  |
| Notice Period Required:  |  |

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| **Previous Employer** |
| Dates of Employment:  |  |
| Name of Employer:  |  |
| Post Held:  |  |
| Reason for Leaving:  |  |
| Brief summary of duties:  |  |

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| **Previous Employer** |
| Dates of Employment:  |  |
| Name of Employer:  |  |
| Post Held:  |  |
| Reason for Leaving:  |  |
| Brief summary of duties:  |  |

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| **Previous Employer** |
| Dates of Employment:  |  |
| Name of Employer:  |  |
| Post Held:  |  |
| Reason for Leaving:  |  |
| Brief summary of duties:  |  |

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| **Previous Employer** |
| Dates of Employment:  |  |
| Name of Employer:  |  |
| Post Held:  |  |
| Reason for Leaving:  |  |
| Brief summary of duties:  |  |

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| **Previous Employer** |
| Dates of Employment:  |  |
| Name of Employer:  |  |
| Post Held:  |  |
| Reason for Leaving:  |  |
| Brief summary of duties:  |  |

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| **RELEVANT EXPERIENCE TO THIS POST -** *This section will be used to shortlist candidates for interview. Failure to fully complete this section, or provide adequate evidence, will result in your application not being shortlisted.* |

Please refer to the ***‘*Personnel Specification’** (*see last page of Job Description*). Review each essential and desirable criterion listed, then explain under each section below how you meet each criterion by giving evidence-based examples.

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| **Essential & Desirable Experience** |
| Type here… |

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| **Essential & Desirable Skills & Abilities** |
| Type here… |

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| **Essential & Desirable Knowledge** |
| Type here… |

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| **Essential & Desirable Qualifications** |
| Type here… |

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| **Essential & Desirable Other** |
| Type here… |

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| **REFEREES -** *Please name two referees, who should have knowledge of you in a working / academic capacity. When applicable, referees must be your current or last employer. Personal references are not acceptable.* |
| **Referee Name:** |  |
| **Referee Position:** |  |
| **Company Name:** |  |
| **Address:** |  |
| **Email:** |  |
| **Tel. No:** |  |
| **Relationship to You:** |  |
|  |
| **Referee Name:** |  |
| **Referee Position:** |  |
| **Company Name:** |  |
| **Address:** |  |
| **Email:** |  |
| **Tel. No:** |  |
| **Relationship to You:** |  |

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| **DECLARATION -** *I declare that the information set out in this application form is, to the best of my knowledge, true and complete.* |
| **Signature:** |  |
| **Date:** |  |