



EMPLOYMENT APPLICATION FORM

Position Applied For:		Ref:	
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Information for Candidates – Please read before completing application form

- *Please complete all sections of the form fully, either writing in block capitals, or in typescript.*
- *Applicants are not permitted to alter the format or content of the application form in any way.*
- *Applicants must ensure that all information is provided within this form. Supplementary material, such as CVs, will not be accepted.*
- *You should use this form to highlight relevant and appropriate experience, in accordance with the required competencies and essential & desirable criteria outlined in the Role Profile.*
- *Please return the completed application form in confidence to: **The Recruitment Team, East Belfast Mission, Skainos Square, 239 Newtownards Road, Belfast, BT4 1AF.***
- *Please ensure that you return the Monitoring Form in a sealed envelope, and not attached to your completed application form marked for the attention of 'The Monitoring Officer'*
- *Failure to comply with the above instructions may render your application form invalid.*

Section 1 Personal Details

PLEASE TYPE / WRITE YOUR ANSWERS BELOW

First Name (s)

Family Name

Address (inc. Postcode)

Home Telephone Number:

Personal Mobile number:

Email address:

Do you hold a valid driving licence?

Do you have the use of a car?

Are you eligible for employment in the UK?

National Insurance Number:

Section 2 Education and Training

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.

General and Further Education subjects studied: <i>(e.g. GCSE / O Level / A Level / Degrees / Diplomas)</i>	Qualifications, Results and Year Obtained:

Please give details of any training courses attended, which are relevant to your application.

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Please give details of any technical or professional organisations to which you belong.

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Section 3 Employment History

Please give details of all the jobs you have held, including an explanation of any periods when you were unavailable for work, or were undertaking voluntary work. Please start with your current or most recent employer.

Your current (or most recent) employment

Employer	Position held	Main duties and responsibilities	Dates of employment
			Current salary & benefits

Your previous employment & experience

Start with the job before your current job and work backwards

Employer	Position held	Main duties and responsibilities	Dates of employment and reasons for leaving the post

Employer	Position held	Main duties and responsibilities	Dates of employment and reasons for leaving the post

Section 4 Meeting the Person Specification Criteria within Role Profile

Please use this section to provide clear, concise, and demonstrable evidence of how you meet the essential and desirable criteria, as detailed on the Role Profile. This section will be used for shortlisting purposes, and it is therefore essential that you complete this section fully and thoroughly.

Applicants must adhere to the following:

- Clearly list all essential criteria, and any applicable desirable criteria, followed by an explanation of how you meet that particular criterion.
- Provide concise and easy to follow explanations to demonstrate how you meet each particular criterion. **(NB: See examples below for format to be used)**
- Bullet points are acceptable, and any non-relevant details should be omitted.
- Applicants will not be penalised if the full space provided is not utilised. Therefore, you do not have to use all 3 pages if there is no requirement for you to do so.
- You must not go beyond the space provided in this section (*i.e. 3 pages*) to provide evidence of your experience, competencies and knowledge. Any additional information beyond the space allocated in this application form will not be considered.

Please note that failure to comply with the instructions above, and/or failure to provide evidence of required essential criteria will result in your application being invalidated.

Guidance for Applicants:

Please see below examples of how to complete Section 4. Note: these are examples only, designed to guide candidates as to how to complete the application form for shortlisting purposes. You must use your own judgement as to how you complete the sections relevant to the role you are applying for to demonstrate your skills and experience. For example, certain criteria may require you to provide more detailed evidence than others.

Essential Criteria 1:

“Basic Food Hygiene Certificate”

- I attained a Basic Food Hygiene Certificate in September of last year.

Section 5 Additional Information in Support of Your Application

Please tell us why you have applied for this position, and what you could bring to the role to add value to the Organisation.

Please provide detail of any further information which you feel is relevant to your application for this position. (e.g. experience of volunteering / industry specific experience).

Section 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?

Yes

No

If yes, please state nature of disability: _____

Do you require any special arrangements to be made to support and assist you if called for interview?

Criminal Convictions

Due to the nature of the work environment, certain roles within East Belfast Mission will require the post-holder to undertake a confidential Access NI Background Check, where the post is a regulated position as defined by the Safeguarding Vulnerable Groups Act 2006 and Safeguarding Vulnerable Groups (NI) Order 2007 and also falls within the definition of 'excepted' employment as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979.

Therefore, you are required to answer the following question. Please note that only relevant and unspent convictions and other information will be taken into account, and therefore disclosure will not necessarily prevent you from obtaining this position.

A criminal record will not necessarily be a bar to obtaining a position.

A copy of the AccessNI Code of Practice can be obtained on request from the Human Resources Department at EBM.

Do you have any convictions, cautions, reprimands or final warnings that are "unspent" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

(Note: If "Yes", please provide full details)

Section 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.)

	<u>Referee 1</u>		<u>Referee 2</u>	
Name:				
Relationship to you:				
Position held:				
Company Name and Address (including postcode)				
Telephone No:				
Email Address:				
May we contact this person prior to interview? (Please tick the appropriate box)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No. This person may not be contacted unless a job offer has been made	<input type="checkbox"/>	No. This person may not be contacted unless a job offer has been made

How much notice are you required to give your current employer?

Do you have any pre-booked holiday arrangements which the Organisation needs to be aware of in respect of your availability?

Section 8 Declaration and Signature

Data Protection Act

I understand that the data contained in this application form and the “sensitive personal data” on the monitoring form will be retained on file and may be processed by the Company for use in connection with this application for employment, any subsequent employment with the Company, or to comply with any requirement of statutory legislation in order for the Company to comply with its legal obligations, and I hereby agree to any such processing by the Company. The Company agrees to ensure that I am safeguarded against the possible misuse of any personal information about me that is kept on file by strictly controlling access and use. Such access and use will be in compliance with the Data Protection legislation and will be on a “need to know” basis only.

Declaration

- I confirm that, to the best of my knowledge and belief, the information I have provided is true and complete. I understand that my application, any job offer made, and any subsequent employment with the Company may be withdrawn if I withhold relevant details or give false information.
- I agree that, should I be successful in this application, I will consent to an application for disclosure of criminal convictions, if it is required for the role.
- I understand that my application, any job offer made, and any subsequent employment with the Company may be withdrawn in the event of unsatisfactory references and/or Access NI background checks.

Signed: _____

Date: _____

**Print
Name:** _____

CANVASSING WILL DISQUALIFY

***EAST BELFAST MISSION IS AN EQUAL OPPORTUNITIES EMPLOYER
We therefore welcome applications from all sections of the community***

PLEASE NOTE APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED.