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| Position Applied For: | Relief Support Worker | *SELAH* |  22 hours |
| **CLOSING DATE:** | **Friday 29th December 2017 – 4pm** |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname:  | Title: |
| First Names (in full): | Previous Surnames: |
| Address:Post Code:  | Telephone No (including std code): Mobile Telephone No:E-mail Address: National Insurance Number: |

**ELIGIBILITY TO WORK IN THE UK**

Do you require a permit to work in the EU? Yes No

If yes, please give details.

For employment in the UK: if you do not have a National Insurance Number and are called for interview, you will be asked to produce evidence of your eligibility to work in the UK in order to comply with the Asylum and Immigration Act 1996.

**VULNERABLE ADULTS AND CHILDREN**

Please detail below any reasons why you could not work with vulnerable adults and children:

**None**

**REFEREES**

|  |
| --- |
| Please name two referees, who have knowledge of your present and/or most recent work **and** who are in a supervisory/managerial capacity. (Please note that referees will not be contacted until an offer of employment has been made).  |
| Name: Occupation:Address:Post Code: Telephone Number:Email:  | Name:OccupationAddress:Post Code: Telephone Number:Email: |

**EDUCATION, QUALIFICATIONS AND TRAINING** (please continue on a separate page if necessary)

Please give details of examinations passed, qualifications obtained and training

**SECONDARY EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Exam Taken** | **Awarding Body** | **Grade** |
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**FURTHER/HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **University/College** | **Qualification obtained** | **Grade** | **Date awarded** |
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**PROFESSIONAL QUALIFICATIONS**

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| --- | --- | --- |
| **Awarding Body** | **Description**  | **Date awarded** |
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**PROFESSIONAL MEMBERSHIP**

Please detail below details of your professional membership.

##### Additional required information

Do you have a full and valid driving licence (please tick appropriate) YES\_\_\_\_ NO\_\_\_

Are you available for on-call Rota (see App 3) (please tick appropriate) YES\_\_\_\_ NO\_\_\_

##### EMPLOYMENT HISTORY

**PRESENT POST (If unemployed – most recent post)**

|  |  |  |
| --- | --- | --- |
| Name and address of present employer | Date appointed (DD/MM/YY)  | Present salary per annumPlease detail other elements of remuneration package travel allowances |
| Job Title and Grade Reporting Relationship reported to  |
| Department / Work Location,  |
| Period of Notice Required  |
| Please give reason for leaving. Also indicate leaving date (if applicable):  |
| Principal Duties  |
|  |
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|  |

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| --- |
| PREVIOUS EXPERIENCE Please give details of all previous posts held, **beginning with the most recent**. If you have held more than one position with an employer please give details of each position. (Please attach additional pages as required)  |
| Employer’s name and address | Job Title and Grade | Duties (briefly) | From | To | Reason for Leaving |
| DD/MM/YY | DD/MM/YY |
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Any other relevant information

**ADDITIONAL INFORMATION**

For **each** of the essential criteria, candidates are expected to provide evidence of how they meet the specific requirements. The panel **cannot** draw inferences from the material supplied so clear evidence must be stated if the candidate is to be deemed to have met the essential criteria.

|  |  |
| --- | --- |
| **Criteria** | **Evidence** |
| **1****Qualifications** |  |
| **2****Experience** |  |
| **3****Skills****/abilities** |  |
| **4****Personal****Qualities** |  |

**Please use additional pages cleared marked with your name if required – we will be not be accept CVs.**

**CRIMINAL CONVICTIONS**

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| --- |
| **Please see Appendix 2, Information for applicants**Please declare any convictions of relevance: |

**PERSONAL DECLARATION**

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| --- | --- | --- |
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| --- |
| 1. The information I have given on this form is true and accurate to the best of my knowledge. Any false statement may be sufficient cause for rejection, or termination of contract for services.
2. I have read, or had explained to me, and I understand all the questions on the form.
3. I am not subject to any immigration controls or restrictions which prohibit my undertaking work in the UK.
4. I understand that:
* In accordance with the Data Protection Act, the personal details submitted with this application form will be used only for selection and interview procedures and for employment records, if successful.
* Where relevant as an organisation using Access Northern Ireland to help assess the suitability of applicants for positions of trust, **Cithrâh** complies fully with AccessNI’s Code of Practice regarding the correct handling, use, storage retention and disposal of Disclosure Applications and Disclosure information.
 |
| Signed (if you submit your application by e-mail, you will be asked to sign this declaration if you are invited for interview):Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: PRINT NAME:  |

***Please return this application form to the Cithrȃh Foundation at 28 North Street, Carrickfergus, BT38 7AQ or email to:*** ***selahhouse@tiscali.co.uk*** ***before the closing date specified. Thank you*** |