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**APPLICATION FORM**

Vine Centre Limited is a company limited by guarantee registered in Northern Ireland No NI32293 Charity No. XR13743

Please complete this form in black ink (CV’s are not required and will not be considered). All information supplied will be treated as confidential.

Position Applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Forenames: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Marital Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete Educational Qualifications below:

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Exam | Subject | Grade |
|  |  |  |  |

Please give details below of any other qualifications held or for which you are currently studying:

|  |  |  |
| --- | --- | --- |
| Professional Body | Qualification | Year |
|  |  |  |

Please give details below of all positions held since completing full-time education. Start with your present or most recent employment and work back:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates |  | Name & Address of Employer | Position Held | Salary per annum | Reason for leaving |
| From | To |  |  |  |  |
|  |  |  |  |  |  |

Please give details below of short courses and/or in-service training attended within the last 5 years:

|  |  |  |
| --- | --- | --- |
| Title and nature of Course | Organised by | Date |
|  |  |  |

How soon would you be able to take up an appointment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many days have you taken as sick leave during the past 2 years? \_\_\_\_\_\_\_\_\_\_\_\_\_

Are you registered disabled? Yes/No Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you been convicted of a criminal offence, including offences which are not yet 'spent' under the Rehabilitation of Offences Act 1974? Yes/No

Is there any court action pending against you? Yes/No

**REFERENCES**

Please give the names and addresses of two persons who have agreed to act as referees and indicate the capacity in which they have known you. The referees must have known you for least two years. At least one referee should have detailed knowledge of you in the working environment. Neither referee should be related to you. References will only be sought in respect of a successful candidate and an offer of employment will be conditional on the receipt of satisfactory references and ACCESS NI check.

Please provide name, address, phone number, e-mail address and the capacity in which the referee knows you.

|  |  |
| --- | --- |
| 1.  | 2. |

I certify that the above information is complete and correct to the best of my knowledge and can be treated as part of any subsequent contract of employment.

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

LOCA is committed to Equal Opportunity in employment based solely on selecting the best person for the job without regard to sex, marital status, religious beliefs, political opinion or disability.

**Essential Skills & Experiences**

*(In each box give an example(s) of your skills and experiences)*

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| --- |
| No. 1 - Childcare Qualification NVQ Level III or equivalent.  |
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| No. 2 - A minimum of three years working with 2½ to 4 year olds. |
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| No. 3 - Sensitivity to the needs of children and understanding of non gender specific play.  |
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| No. 4 - Understanding of parental needs and issues.  |
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| No. 5 - Ability to work effectively and harmoniously as part of a team.  |
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| No. 6 - Initiative and leadership ability. |
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**Desirable Criteria**

*(In each box give an example(s) of your skills and experiences)*

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| No. 1 - Experience of supervising paid staff or unpaid workers.  |
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| --- |
| No. 2 - Experience of arts & crafts, story-telling and music. |
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| No. 3 - Experience of reporting to a Playgroup Leader |
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| --- |
| No. 4 - Knowledge of the local area. |
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| No. 5 - Child protection policies and procedures |
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| No. 6 – First Aid  |
|  |

Please return the application form only (not the Job Description or Personal Specification) to:

The Administrator

Lower Oldpark Community Association

9-23 Avoca Street

Belfast

BT14 6EN

Tel. No. 028 9035 1334

E-Mail: locacentre@hotmail.co.uk

**The deadline for the return of completed application forms is**

**1.00pm on Monday 6th August 2018.**

**Interviews will take place on 13th & 14th August 2018**