

(Please complete legibly and in black)

Reference Number: USH0124_NW	Title of Pos NIGHT WORK		Location of Post: Utility Street Hostel
PERSONAL DETAILS			
Surname:		Title:	
First Names (in full):		Previous Sur	names:
Address:		Telephone N	o (including std code):
		Mobile Telep	hone No:
		E-mail Addre	SS:
DRIVING LICENCE			
Do you hold a full valid Drivi	ing Licence which allows	you to drive in	the UK?
Yes 🗌	No 🗌		
ELIGIBILITY TO WORK IN			
Do you have the right to ren	nain and work in the UK?	Yes 🗌	No 🗌
If yes, please give details.			
PERSONAL DECLARATIO	N / DATA PROTECTION	N	
wilful misstatement or omission that the appointment is subjection verification of qualifications represented the control of t	on renders me liable to dis ect to receipt of satisfactor equired for the post (as p consent to HARMONI cor	equalification or, ry references, p er the person s ntacting each c	est and accurate. I understand that any if appointed, to dismissal. I understand pre-employment health assessment, the specification) and an enhanced criminal organisation where I have worked with in references.
The information on this form will be collected, stored and processed in accordance with the provisions of General Data Protection Regulations (GDPR) for the sole purpose of making recruitment decisions and appointed, enacting terms and conditions of employment and complying with our legal obligations. If y application for employment is successful, personal data gathered during the recruitment process will transferred to your personnel file (electronic and paper based) and retained during your employment. The uses of your data by the organisation will be detailed to you in a privacy notice. We will otherwise retain your d for a maximum of 1 year then delete it accordingly. You may send us a request to let you access your data t we have collected, request us to delete your data (where it does not prevent us from fulfilling our obligation correct any inaccuracies or restrict our processing of your data.		of making recruitment decisions and, if ying with our legal obligations. If your during the recruitment process will be ained during your employment. The fair notice. We will otherwise retain your data request to let you access your data that	
Signature:		_ Date:	

THIS PAGE H BLANK INT	AS BEEN LEI ENTIONALLY	

Please note that our selection panel will only have access to pages 3-7 when making selection decisions.

Reference Number:	Title of Post:	Location of Post:
USH0124_NW	Night worker	Utility Street Hostel

EDUCATION & TRAINING

Please list any qualific	ations you hold (e.g.,	GCSEs, O Levels,	First Aid Certificate, N\	/Qs etc.):
NISCC Registration	Number:			
Data of Dawleton ()				
Date of Registration	1:			
Date Renewal of Re	gistration Due			
	gionanon bao.			

EMPLOYMENT HISTORY PRESENT POST (If unemployed – most recent post)

Name of Organisation:	Date appointed:	Salary:
Address:	Leaving Date (if applicable):	
	Your Job Title	
	Job Title of Person you Report((ed) to:
Post Code:	Department / Work Location:	
Telephone Number:	Period of Notice Required:	
Please give reason for leaving:		
Main Duties:		

PREVIOUS EXPERIENCE

Please give details of all <u>previous posts held</u> (i.e. prior to the organisation you detailed on page 4). <u>Begin with recent employers and work backwards</u>. If you have held more than one position with an employer please give details of each position.

(Attach additional pages in the same format, if required – CVs will not be accepted).

If it was a post in which you worked with a vulnerable individual, please tick the last column.

Organisation's name and full address	Job Title and Grade	Duties (briefly)	From DD/MM/YY	To DD/MM/YY	Reason for Leaving	Tick if applicable
			BB/WWW/11	BB/WWW	Leaving	

GAPS IN EMPLOYMENT If there are any gaps in your employment please explain below;		

DEMONSTRATING YOUR ESSENTIAL EXPERIENCE AND QUALITIES

HARMONI may decide to interview only those applicants who appear to them, from the information available, to be the most suitable in terms of relevant experience and ability. It is therefore essential that you fully describe how you meet the particular experience and qualities sought, giving examples and specifying exact dates as appropriate.

Please read all sections of the Person Specification. This part of the application asks you to describe your experience, skills and personal qualities which are applicable to the post. In completing your application. you are advised to make clear reference as to how you meet the essential and desirable/preferred criteria for the relevant role. It is not appropriate to simply list the various posts that you have held. HARMONI will not make assumptions from the title of the post as to the skills and experience you have gained.

Please state <u>clearly</u> below how you meet each of the Essential and Desirable Criteria (you may continue on a separate page if necessary)

Essential Criteria

- 1. A minimum of 4 GCSEs at Grades A C including English and Maths or equivalent (QCF Level 2)
- 2. Six months relevant experience of working with people in special housing, residential work or another supportive environment
- 3. Knowledge of the issues faced by adults from a homeless background or with other circumstances
- 4. Computer literate and in particular working knowledge of Microsoft Excel and Word
- 5. Flexibility in hours of work and ability to cover shifts as necessary

		Page 6 of 9

HOLIDAY ARRANGEMENTS
Please indicate planned holiday arrangements or other dates when you are unavailable for interview.
HARMONI is under no obligation to take account of holiday arrangements but will endeavour to do so.
REGULATED ACTIVITY
Please indicate below if you have been dismissed from employment or if there is any reason that you
Please indicate below if you have been dismissed from employment or if there is any reason that you could not work in regulated activity or with vulnerable groups (definitions can be found here: https://www.nidirect.gov.uk/articles/regulated-activity-vulnerable-groups)

Page **7** of **9**

ADVERTISING	
Please indicate how you became aware of this vaca	ncv:
Newspaper	Personal Recommendation lame of Person:
	Other Please specify how you heard about this vacancy:
REFEREES	manifestions was been worked for. They must been
	rganisations you have worked for. They must have nd be in a supervisory/managerial capacity. They must
not be a relative. If you are currently employed, one re	
	elow, HARMONI may request references from previous
employers. Name:	Name:
name.	Name.
Job Title:	Job Title:
Organisation Address:	Organisation Address:
Post Code:	Post Code:
Telephone Number:	Telephone Number:
Email:	Email:
Can this referee be contacted at this stage? YES / NO	Can this referee be contacted at this stage? YES / NO

NOTE TO APPLICANTS:

- Application forms must be completed in full.
- CV's will not be accepted.
- Application forms received after the deadline date and time will not be accepted.
- HARMONI does not accept faxed application forms.
- Please return the Fair Employment Form with your application in a separate envelope if sending by post

Completed application forms should be returned by the closing date to:

Human Resources Department HARMONI Head Office 39 Downshire Road Bangor BT20 3RD

or by email to shirleyanne.mcferran@harmoni.org.uk