**Ref : SESSIONAL TRAINER/ASSESSOR**

**Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Application for employment form**

Please complete *all* sections of the application form in black ink.

|  |  |
| --- | --- |
| Position applied for:  TRAINER ASSESSOR (Sessional) | Closing date:  07 MAY 2024 |

**1. PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Surname: | Title:  (Prof/Dr/Mr/Mrs/Miss/Ms/Other) |
| Forename(s): | Preferred Name: |
| Address:  Postcode: | NI Number: |
| Telephone numbers:  Home: | Mobile:  Business: |
| Email: | |
| How did you know about this vacancy?  (eg. word of mouth or which advertising site? : | |

Can you provide evidence of eligibility to work within the UK under the requirements of S.8 of the Asylum and Immigration Act 1996 (such as a P45, P60, pay slip, or National Insurance Card)? YES/NO

*If offered the post, you will be requested to provide original documents of such evidence.*

Type of Driving Licence held: Standard (L/R/Full)/PSV/HGV

Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Licence No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry date: \_\_\_\_\_\_\_\_\_\_\_\_

Have you been refused motor insurance? YES/NO

If yes, give details:

Have you any current endorsement for driving offences? YES/NO

If yes, give date and details:

Have you ever been convicted of (1) a criminal offence (2) been ‘bound over’ or (3) subjected to a ‘caution’? YES/NO

Or are you the subject of any current or pending investigation? YES/NO

If Yes, details (including type of offence, date/sentence, fine, etc) are required from you and should be included in a separate envelope, which will only be opened if you are considered for the appointment and will be returned subsequently. Such information will be confidential.

*Note. Because of the nature of the work you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders (NI) Order 1978 by virtue of the Rehabilitation of Offenders (Exemptions) (NI) Order 1979. Applicants are, therefore, not entitled to withhold information about ‘convictions’ (or otherwise) which for other purposes are ‘spent’ under the above provisions. In the event of employment, any failure to disclose such ‘convictions’ (or otherwise) could result in dismissal or disciplinary action by the management. Having a criminal record will not necessarily bar a person from working for St John Ambulance (NI). This will always depend on the nature of the position and the circumstances and background of any offences. Any information given will be completely confidential. (For details, refer to NIO booklet ‘Your Way to a Fresh Start’ (1989) or any Citizens Advice Bureau).*

Have you changed your name or address within the past five years? YES/NO

If Yes, provide details of names previously known by and addresses lived at and the dates lived there.

*Vetting. It is a condition of employment that employees submit to any appropriate statutory or contractual vetting required where duties, directly or indirectly, may involve contact with vulnerable groups. Failure to obtain or maintain such ‘clearance’ may result in termination where no suitable alternative employment is available.*

**2.EDUCATION AND QUALIFICATIONS**

**Education**:

|  |  |  |
| --- | --- | --- |
| **Subject** | **Level/Qualification** | **Dates** |
|  | | |

**Training**: List any training you have received or are currently undertaking which you feel is **relevant to the advertised post,** including IT skills

|  |  |  |
| --- | --- | --- |
| **Course Level** | **Course Provider** | **Dates attended:**  **From/To:** |
|  | | |

**Professional membership/registration**

|  |  |  |
| --- | --- | --- |
| Are you registered with a Professional body YES/NO | | |
| Name of Body: | Reg. No: | Expiry Date: |

**3. EMPLOYMENT HISTORY**

Please begin with present occupation/last employer and work backwards.

|  |  |  |
| --- | --- | --- |
| **Date** | **Employer, type of business** | **Position held, responsibilities** |
|  |  |  |

Date available to take up position or notice required:

Indicate bookings or planned holiday arrangements, with dates. Subject to operational requirements, St. John Ambulance (NI) will endeavour to take these into account if appointed:

**4. MEETING JOB REQUIREMENTS**

The purpose of the job is stated in the Job Description.

State below or on a separate sheet (preferably in not more than **500 words**) how you consider your experience and qualifications would enable you to carry out the key tasks of the post as **detailed in the Job Description**. You should make full use of this section to give further information, addressing the points listed in the **person specification**, including why you want to apply for this post and how your education/qualifications, experience, skills, knowledge, abilities, motivation match the requirements of the position.

|  |
| --- |
|  |

**5. HEALTH**

*Note. St John Ambulance (NI) reserves the right to require any employee to undergo a medical examination prior to or during employment and may seek, with the employee’s permission, relevant medical particulars.*

**6. SPECIAL ARRANGEMENTS**

If selected for interview, do you require any special arrangements to be made? YES/NO

If Yes, provide details:

**7. ADDITIONAL INFORMATION**

If you wish to provide any further information in support of your application, you should do so here

|  |
| --- |
|  |

8. REFERENCES

Give the names, addresses and occupations of two responsible persons (who have known you for at least two years but who are not relatives or former employees of St. John Ambulance NI) whom we could approach after the interview and before an appointment is made, for a confidential assessment of your suitability for the post. At least one referee should have knowledge of your career to date.

|  |  |
| --- | --- |
| 1st Referee (with knowledge of your career) | 2nd Referee |
| Name: | Name: |
| Address: | Address: |
| Occupation: | Occupation: |
| Telephone Numbers (Business/Mobile): | Telephone Numbers (Business/Mobile): |
| Email address: | Email address: |

*Note. Appointments will only be confirmed on receipt of satisfactory references and proof of qualifications (original documents). St. John Ambulance also reserves the right to take up references with previous employers. No contact will however be made with your present employer without your permission.*

9. DECLARATION

*Note. St. John Ambulance (NI) reserves the right only to interview on the basis of the information supplied by candidates who meet the criteria for the post and/or as supplied to the candidate. An employee found to have knowingly given false or inaccurate information, or to have wilfully failed to disclose any relevant fact, will be dismissed.*

I hereby declare that to the best of my knowledge and belief, all the information recorded on this application form, is true.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please return your completed application form, by 03/05/2024, marked Private & Confidential to: Cathy Magee, St. John Ambulance (NI), Erne, 35 Knockbracken Healthcare Park, Saintfield Road, Belfast BT8 8RA email to:*** [***cathy.magee@sjani.org***](mailto:cathy.magee@sjani.org)

We are an Equal Opportunities employer. We do not discriminate on grounds of religious or political belief, gender, marital status, race, sexual orientation, disability, dependents, or age. We practise equality of opportunity in employment and select the best person for the job.

**Guide to completing the application form**

Here are our **guidance notes** on completing the application form.

Please **read these notes carefully** before completing the application form.

These notes have been written to help you make the best of your application. **The decision to shortlist you for interview will be based on the information you provide on your application form**.

1. To ensure equal opportunities in recruitment, we request that all applicants complete the application form provided.
2. Read through each section of the application form carefully. You may find it helpful to do a rough draft in pencil first. Please keep a copy of your completed application form, for your own reference.
3. This form can be completed either by typing or by using ink. Ideally black ink is better for photocopying purposes; we will however accept application completed using blue ink. We will not however accept applications by red or green pen unless there is a medical reason behind this.
4. The person specification describes the essential skill knowledge, experience professional qualifications which you will need, in order to do the job as described in the job description. Your completed application form should demonstrate that you have these skills
5. The first referee quoted on the form should be your present or most recent line manager/employer. The second referee should be another line manager from your most previous employment. It is not our practice to accept references from agencies, unless in exceptional circumstances. We do not accept testimonials. If you have not been employed, or have been out of employment for a period of time, you may wish to give the name of anyone who knows you sufficiently well in an academic or professional capacity to confirm the information you have given, and to comment on your ability to do the job.
6. The 'Meeting Job Requirements' section of this application forms is very important. This is where you make your case for the job. Examine the skills and experience being asked for and provide evidence by giving specific examples that you possess and those that are relevant to do the job. Give thought to previous work experience or other responsibilities which may assist you to uncover skills which you may have taken for granted. Do not forget the skills and experience which you may have gained outside full-time work. If you have been out of paid employment for a long time, or have never been employed before, your job history may be less important than some of the responsibilities and experience which you have had more recently. For example, you may have considerable domestic responsibilities or may organise social or community activities in your spare time or be a volunteer.
7. Because of the nature of the work for which you are applying this post is exempt from the provisions of the Rehabilitation of Offenders Act 1978 by virtue of the Rehabilitation of Offenders (Exemptions) Order 1979. You are therefore, not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. In the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the management.
8. If the post involves working with children or vulnerable adults, the successful candidate will be required to undergo an Access (NI) check.
9. When completed, please read through your application form carefully, checking for errors or omissions. Make certain your application form is sent in plenty of time, to reach St John Ambulance (NI) prior to the closing date.
10. As we are a charity our resources are limited and therefore we are unable to acknowledge application forms.