

Application Guidelines and Form

Thank you for your recent enquiry regarding the post of **Part Time** **Carer Advocate Posts** (3 x fixed term maternity leave cover).You should have downloaded the following Information:

* A Job Application Form, for your completion and return
* A Job Description and Personnel Specification, for your information.
* Rehabilitation of Offenders (Exception) Order, for completion and return
* Fair Employment and Treatment monitoring form, for completion and return – if sending with other documentation, please place in separate, sealed envelope marked ‘Monitoring Officer’. This form must be returned or we will be unable to consider your application.

**Appointment will be subject to receipt of satisfactory employment references and Access NI check**

## Job Application Form

CAUSE requires that all sections of the Job Application Form are completed in full, so if you write in any section of the Job Application Form “see attached CV”, or if you send a CV in place of a Job Application Form, we shall, with regret, be unable to consider these as valid applications. You may, however, attach continuation sheets if necessary. We wish you to appreciate that CAUSE’s insistence on receiving job applications in standard form is to facilitate our Recruitment Panels, who normally have to consider many applications for each CAUSE vacancy.

## Job Description and Personnel Specification

The Job Description outlines the key duties and responsibilities of the job holder.

The Personnel Specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Candidates for this post will be short-listed on the basis of the information provided on the application form. Please therefore address in completing the application form, each criterion listed in the specification, drawing on all of your experience, whether at work or on a voluntary basis.

**The closing date for receipt of all parts of applications is Friday 28th July at 4pm.**

**Applications may be returned to** **info@cause.org.uk** **with relevant documentation containing**

**electronic /scanned signature or posted to:-**

**The Office Manager, *CAUSE*, Unit 2 Lesley Office Park, 393 Holywood Rd, Belfast BT4 2LS**

**IN CONFIDENCE**

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| **POST:** **APPLICATION REF NO:** **CLOSING DATE: 4pm Friday 28th July 2017** |

**Please complete all sections of this application using black ink or typescript.**

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| **PERSONAL DETAILS** |
| Name |  |
| Address |  |
| Email |  |
| Telephone |  |
| How did you hear about this vacancy? |

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| EDUCATION |
| Subjects passed at ‘O’ Level/GCSE | Subjects passed at ‘A’ Level/GCSE |
| Degrees, diplomas, certificates or other third level qualifications obtained with dates and institutions attended |

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| PROFESSIONAL QUALIFICATIONS |
| **Name of professional body or bodies** | (i) By Examination Date and Result | (ii) By Election |

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| **PRESENT EMPLOYMENT (if any)** |
| Name and address of present (or last) employer |  |
| Post held |  |
| Duties of post |  |
| Date appointed |  |
| Present salary |  |
| Period of notice |  |

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| **PREVIOUS EMPLOYMENT** |
| **Please list, starting with the latest, any previous positions you have held, with a brief description of duties and dates. You may continue on a separate sheet if necessary.** |
| Start and end date | Organisation name | Job title  | Brief description of post duties |
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| VOLUNTARY SERVICE OR COMMUNITY WORK |
| Please give details of any previous volunteering or unpaid work you have undertaken or are currently involved in.  |

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| RELEVANT EXPERIENCE, KNOWLEDGE AND SKILLS TO THIS POST |
| Please demonstrate clearly how you meet all of the essential criteria in terms of experience, knowledge and skills for this role as outlined in our Job Description and Personnel Specification.  |

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| REFEREES |
| Please supply two referees who should have knowledge of you and your work.  |
|  | Name | Address | Telephone number | Organisation and position  |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| These referees may be approached if you are shortlisted for interview, unless you specify otherwise.  |

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| DECLARATION |
| I declare that the information set forth in this application form is, to the best of my knowledge, true and complete.Signature: Date:  |

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| **PLEASE RETURN by 4pm Friday 28th July 2017****Info@cause.org.uk****or****Office Manager, CAUSE, Unit 2 Lesley Office Park,** **393 Holywood Rd, Belfast BT4 2LS** |

 **MONITORING QUESTIONNAIRE *PRIVATE & CONFIDENTIAL***

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We are an Equal Opportunities Employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment, we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998.

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate **your community background** by ticking the box below.

* **I am a member of the Protestant community**
* **I am a member of the Roman Catholic community**
* **I am a member of neither the Protestant nor Roman**

**Catholic community**

If you do not complete your community background, we are encouraged to use the “residuary” method, which means that we can make a determination on the basis of personal information on the application form.

Please indicate whether you are:

* **Female**
* **Male**

Note: It is a criminal offence under the legislation for a person to “give false information…in connection with the preparation of the monitoring return”



**REHABILITATION OF OFFENDERS (NORTHERN IRELAND) ORDER 1978**

**REBABILITATION OF OFFENDERS (EXCEPTION) ORDER 1979**

**The Rehabilitation of Offenders (Northern Ireland) Order 1978 allows certain convicted persons who have not been subsequently reconvicted to be considered as rehabilitated persons and their convictions treated as “spent”. However, a number of exceptions have been made by the Rehabilitation of Offenders (Exceptions) Order 1979 some of which are designed to ensure the protection of certain vulnerable groups of the public in particular circumstances. The exceptions include Health and Social Services employees.**

**Health and Social Services employers in both the public and private sector are therefore entitled to ask questions relating to the whole of the past of an applicant for employment within the Health Service:**

1. **where the work normally involves direct contact with people who are receiving a health service and**
2. **where the applicant is informed that any spent convictions are by virtue of the Exceptions Order to be disclosed.**

**Health and Social Services employers are therefore able to take into account any previous convictions, whether or not “spent” under the 1978 Order in considering the eligibility of an applicant for a particular job if patients/clients may be at risk from the employment of such persons.**

**NOTICE TO APPLICANTS AND REFEREES**

**In view of the foregoing the following notices are relevant to applicants, referees and members of selection panels: -**

**Applicants**

**Because of the nature of the work for which you are applying, this post is excepted from the provisions of the 1978 Order. Applicants are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Order. In the event of employment and failure to disclose such convictions this will result in your dismissal from the service.**

**Any information given will be treated as strictly confidential and will be considered only in relation to an application for a position where such an exception is appropriate.**

**Referees**

**In order to protect the public, this post is excepted from the provisions of 5(g) of the Rehabilitation of Offenders (Northern Ireland) Order 1978 by virtue of the Rehabilitation of Offenders (Exception) Order 1979. It is not therefore in any way contrary to the Act to reveal any information you may have concerning convictions**

**which would otherwise be considered “spent” in relation to this application and which you consider relevant to the applicant’s suitability for employment.**

**Any such information will be kept in strict confidence and used only in consideration of the suitability of this applicant for a position, where such an exception is appropriate.**

**NB THIS INCLUDES MOTORING OFFENCES**

**TO THE APPLICANT:-**

**Do you have any prosecutions pending, or have you ever been convicted at a court, or cautioned by the police for any offence? YES/NO (delete as appropriate).**

**If yes, please list below details of all pending prosecutions, convictions, cautions or bind-over orders. Give as much information as you can, including, if possible, the offence, the approximate date of the court hearing and the court which dealt with the matter.**

**Signature………………………………………………………Date………………..**