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| **JOB APPLIED FOR:** | Administration and Support Officer Foyle Hub – Part Time 1yr |
| CLOSING DATE: | Friday 7th July 2017 no later than 12:00pm. |

**GUIDELINES: All applicants are advised to read these guidelines prior to completing the application form.**

* Only this completed application form will be considered. Any additional information or C.V. will be disregarded. You may, however, use continuation sheets where necessary. Please complete all sections of this application using black ink or typescript.
* Applications must be legible.
* It is the responsibility of all applicants to clearly demonstrate – by the information which they give in their application form – exactly how they meet the essential (and desirable if applicable) criteria for the post as stated. Failure to do so may result in not being short-listed.
* Answers must be provided for all questions on the application form – e.g. “as above” will not be accepted as an answer to questions.
* Where a high volume of applications is received, desirable criteria may be relied upon during shortlisting
* All information provided by an applicant on an application form must be true and accurate. Any application forms containing information that is discovered to be untrue or inaccurate will not be accepted. If an appointment has already been made, it may result in disqualification from appointment or dismissal.
* Applications submitted by email will require a handwritten signature at interview.
* Applications must be received by the designated deadline (time and date). Those applications received after the designated deadline will not be accepted.
* Completed applications should be emailed to [recruitment@victimsupportni.org.uk](mailto:recruitment@victimsupportni.org.uk) OR by post to the HR Department, Victim Support, Albany House, 73-75 Great Victoria Street, Belfast, BT2 7AF.
* Please note that it is our policy to communicate with applicants primarily by **email** so we ask that you check your email account regularly to avoid missing any emails.

In line with equal opportunities, the first two pages of the application form and monitoring form will be detached from the rest of the application form prior to short-listing. All applications received will be treated in the strictest confidence.

Victim Support Northern Ireland respects and promotes equal opportunity and positively welcomes applications from all groups.

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| **Job applied for:** | Administration and Support Officer Foyle Hub – Part Time 1Yr |
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| **1. Personal information** | | |
| Surname: | | Forenames: |
| Known as: |
| Permanent Address: |  | |
| Contact details: | | |
| Home: | | Work: |
| Mobile: | | E-mail address: |
|  | | |
| 2. References | | |
| Two referees are required (not family members). One of these should be your present or most recent employer. These will not be contacted until after the interview and not without consent. | | |
| Present/most recent employer | | Second referee |
| Name: | | Name: |
| Address: | | Address: |
| E-mail address: | | E-mail address: |
| Telephone number: | | Telephone number: |
| Capacity in which known to you: | | Capacity in which known to you: |

**3. Additional information**

**3.1 Health**

Please state dates and reasons for illnesses over the last two year period:

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**3.2 Criminal convictions, cautions or bind-overs**

Owing to the sensitive nature of our work with “vulnerable groups” Victim Support requires all prospective employees to disclose criminal convictions, cautions or bind-overs. Unprejudiced consideration will be given to candidates who disclose cautions, convictions or bind-overs, unless, they are manifestly incompatible with the post in question.

Do you have a criminal conviction, caution or bind-over? YES/NO

If yes, please give details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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Is there any reason why you cannot work in “Regulated Activity” as defined by Safeguarding Vulnerable Groups Order 2007 (SVGO) and as amended by the Protection of Freedoms Act 2012 (PoFA)?

YES/NO

Victim Support NI adheres to Access NI’s code of practice. This information will be held in strict confidence. Where applicable appointments of prospective employees are subject to Access NI clearance. A risk assessment will be conducted if any information is disclosed on an Access NI disclosure certificate to assess the suitability of appointment.

**3.3 Availability for interview**

Are there any dates when you would be unavailable for interview?

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If called for interview, are there any requirements that you have? YES/NO

If yes, please give details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If appointed, when could you start? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.4 Work permit**

Do you need a work permit to work in the UK? YES/NO

If yes, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**3.5 Vacancy information**

How did you find out about this vacancy?

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**3.6 Vetting and application form declaration**

I agree to my details being passed to Access NI in order that a police check is carried out and that the result, including a copy of any cautions or convictions whether live or spent, will be disclosed to Victim Support NI in confidence.

I declare that the information set forth in this application form is, to the best of my knowledge true and complete. I understand that any misinformation will disqualify me from appointment or may lead to dismissal if an appointment is made.

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

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| **4 Education** | |
| Please give relevant details of education and qualifications including current/proposed courses. | |
| Schools/Colleges/Universities | Qualification(s) |
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| 5 Other training |
| Please give details of other training undertaken and any membership of professional associations. |
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| 6 Employment **6.1 Present or most recent post (paid or unpaid)** | |
| Job Title: | Salary: |
| Name, address and **dates of employment** of present or most recent employer: | |
| Reporting to: | |
| Reason for leaving: | |
| Please give a brief description of duties and responsibilities: | |

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| **6.2 Previous Posts**  Please list all previous employment, starting with the post held immediately before the post described above: | |
| Job title, **employment dates** and name and address of employer: | Brief description of main responsibilities: |
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| 7 Relevant experience |
| The purpose of this section is for you to show your suitability for the post by detailing your skills, abilities and experiences. This is a very important part of your application, so please complete it carefully. You will need to demonstrate **how** you meet the criteria as set out in the job description by providing clear, specific examples. |
| **7.1 Please demonstrate how you meet the essential criterion of “5 GCSE’s /O’ levels / Equivalent including English and Maths grade C or above with a minimum of two years’ experience in the provision of an effective administration service in an office environment OR Five years’ experience in the provision of an effective administration service in an office environment”.** |
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| **7.2 Please demonstrate how you meet the essential criterion of “Proven organisational skills in an office environment” and provide relevant examples which demonstrate your application of this experience.** |
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| 7.3 Please demonstrate how you meet the essential criterion of “Proven communication skills” and provide relevant examples which demonstrate your application of this experience. |
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| **7.4 Please demonstrate how you meet the essential criterion of “Experience of both internal and external stakeholder engagement” and provide relevant examples which demonstrate your application of this experience.** |
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| **7.5 Please demonstrate how you meet the essential criterion of “Experience of dealing with confidential information- both verbal and written” and provide relevant examples which demonstrate your application of this experience.** |
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| **7.6 Please demonstrate how you meet the essential criterion of “Experience of dealing sensitively with people in emotive situations” and provide relevant examples which demonstrate your application of this experience.** |
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| **7.7 Please demonstrate how you meet the essential criterion of “Proven record of valuing accuracy and attention to detail within your work” and provide relevant examples which demonstrate your application of this experience.** |
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| **7.8 Please demonstrate how you meet the essential criterion of “The post holder must be proficient in the use of Microsoft Office packages e.g. (Word, Excel, Outlook)” and provide relevant examples which demonstrate your application of this experience.**  Please note applicants who are short-listed will be requested to undertake some exercises to demonstrate their proficiency. |
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**Please return the completed application form by email, post/hand delivery.**

***PLEASE NOTE:***

**APPLICATION FORMS RECEIVED AFTER 5.00 P.M. ON FRIDAY 7TH JULY 2017, WILL NOT BE ACCEPTED, NOR WILL CVs BE ACCEPTED INSTEAD OF OUR APPLICATION FORM.**

**STRICTLY CONFIDENTIAL EQUALITY MONITORING QUESTIONNAIRE**

Victim Support Northern Ireland is fully committed to equality of opportunity for all Staff regardless of sex, age, marital status, disability, race, colour, ethnic or national origin, religious belief, sexual orientation, gender reassignment or political opinion.

**1. To which of these ethnic groups do you consider yourself to belong?**

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| --- | --- | --- |
| * White (UK/Ireland) | * Pakistani | * Chinese |
| * Bangladeshi | * Portuguese | * Irish Traveller |
| * Black | * Asian | * Polish |
| * Indian | * Other ethnic group:\_\_\_\_\_\_\_\_\_\_\_ |  |

**2. Do you consider yourself to have a disability?**

By disability we mean any physical, sensory, mental or learning impairment that has a substantial and long-term (lasted or expected to last 12 months or more) adverse impact on your ability to carry out normal day-to-day activities, without mechanical or electronic assistance or the adaptation of your workplace.

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| * Yes | * No |

**3. Please indicate your community background**

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| --- | --- |
| * I have a Protestant community background | * I have a Roman Catholic community background |
| * I have neither a Protestant nor a Roman Catholic community background | |

**4. What is your martial status?**

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| --- | --- | --- |
| * Married | * Single (never married) | * Widowed |
| * Living with partner | * Divorced/separated |

**5. What is your age?**

I am …….. years of age.

Date of Birth: \_\_\_/\_\_\_\_/\_\_\_\_

**6. Do you have any dependants?**

By dependants we mean whether you have primary responsibility for the care of a child (aged 16 and under), for the care of a person with a disability or for the care of an elderly person.

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| * Yes, I do have dependants | * No, I do not have dependants |

**7. Gender**

|  |  |
| --- | --- |
| * Male | * Female |

**8. Sexual orientation**

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| --- | --- |
| * I am gay or lesbian (homosexual) | * Other, please specify |
| * I am straight (heterosexual) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * I am bisexual |

**Thank you for your assistance. Access to this information will be strictly controlled. Monitoring will involve the use of statistical summaries of information in which the identities of individuals will not appear. The nformation will not be used for any purpose other than equal opportunities monitoring and staff profiling.**

**7**