**Application Form**

**Job applied for:** Respite Worker

**Closing date:** 27th October 2017 at 12pm.

* Please write or type clearly **in black ink**.
* All information will be treated **in confidence** and will only be used by Sólás to assess your suitability for the job.
* Failure to complete this form **correctly and in full** may lead to your application not being processed further. No other information supplied (e.g. CV) will be considered.

1. **Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname: | | Forenames: | | Title:  Mr / Mrs / Miss / Ms |
| Previous surnames: | | | Date of Birth: | |
| Marital Status: | | | National Insurance Number: | |
| Home Address: | | | | |
| Address for correspondence if different from above: | | | | |
| Telephone Number:  Email address: |  | | | |

### References

Please give details of two persons who will agree to act as referees on your behalf.   
References will be required if you are short-listed unless previously advised otherwise.   
At least one of the referees should have knowledge of your experience **working with   
children** in a paid or voluntary capacity.

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Address:  Post Code:  Contact No: | Address:  Postcode:  Contact No: |

**C. Secondary Education / Professional Qualifications** (Please continue on a separate page if necessary)

|  |  |  |
| --- | --- | --- |
| School/College Award | Dates Attended | Qualification & Date Obtained |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**D. Employment History**

***NOTE: Please commence with current / most recent and work backwards.***

(Continue on a separate page if necessary)

|  |  |
| --- | --- |
| 1. | Employer’s Name and Address: |
|  | Job title and Responsibility: |
|  | Dates from / to: |
|  | Reasons for Leaving: |
| 2. | Employer’s Name and Address: |
|  | Job Title and Responsibility: |
|  | Dates from / to: |
|  | Reasons for Leaving: |
| 3. | Employer’s Name and Address: |
|  | Job Title and Responsibility: |
|  | Dates from / to: |
|  | Reasons for Leaving: |

1. **Skills and Experience**

**Relevant experience with and delivering services for children with Special Needs:**

Skills: (please refer closely to the person specification and show how you can meet the skills requirements specified)

**Please give details of any training courses you have taken in the last 5 years:**

|  |  |  |
| --- | --- | --- |
| Training | Organisation | Dates |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**F: Medical History**

Please give details of illnesses, operations or accidents resulting in absence from work or medical conditions that you suffer from (e.g. diabetes, epilepsy):

Under the Disability Discrimination Act 1995, a disability is defined as “a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities”. Having read this definition do you consider yourself to have a disability?

Yes / No

If ‘yes’ please detail any access requirements or reasonable adjustments required should you be shortlisted for interview.

**Please note**- if selected for this post you will be required to provide a medical check from your GP.

**This post will involve contact with children and young people. Successful applicants must complete a police check via Access NI. Spent convictions may be disclosed.**

The AccessNI Code of Practice applies to all registered bodies under ANI, including Sólás. A copy of this code will be made available to you on request.

**Please note-** having a criminal record will not necessarily prohibit you from working with Sólás. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a disclosure certificate or provided directly to us by the police. Sólás’ policy on Recruitment of Ex-offenders will be made available to you on request.

**G: Disclosure of Conviction**

This post will involve contact with children and young people. Each successful applicant will have to undergo a check via access NI. Spent convictions may be disclosed.

Have you ever been convicted of a criminal offence? Yes / No

If ‘YES’, please give brief details:

Please disclose if there is any reason known to you why you cannot work in regulated activity:

DECLARATION

*I declare that all the particulars given are correct and should any false statements / omissions be made, Sólás reserves the right of dismissal. I understand that any employment offer is subject to the receipt of satisfactory references and background checks.*

**SIGNATURE:**  **DATE:**

Please email a completed application to Michelle Murdock at

[Michelle@solasbt7.com](mailto:Michelle@solasbt7.com) by 27th October 2017.

**SÓLÁS EQUAL OPPORTUNITIES MONITORING FORM**

**IN STRICTEST CONFIDENCE**

Ref no (office use): \_\_\_\_\_\_\_\_\_\_\_\_

**Please complete the following by ticking ‘√’ or marking ‘X’:**

1 Community Background

I am a member of the Protestant Community

I am a member of the Catholic Community

I am a member of neither the Protestant nor the Catholic Community

Please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2 Gender

I am FEMALE MALE

3 Marital Status / Civil Partnership Status

Are you married or in a civil partnership?

YES NO

4 Disability

In line with the Disability Discrimination Act 1995, a disability is defined as “a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities”. Having read this definition do you consider yourself to have a disability?

YES NO

5 Age Band

16-20 21-30 31-40 41-50 51-60 61-65 65 +

6 Cultural / Ethnic Origin

Chinese Traveler

Indian Black/African – Caribbean

Pakistani White

Asian Others Other

(Please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7 Other Information

To monitor the effectiveness of our advertising please indicate where you saw this position advertised:

Sólás website

CommunityNI Website

Belfast Telegraph

NIJobfinder Website

Jobs and Benefits Office

Social Media

Other

If Other, state where: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_