**Training Instructor: Full Time**

**Lisburn Road, Belfast**

**Reference Number: TI/SD/CO/17.2**

**Closing Date: 6th July 2017 at 12pm**

**For Office Use Only**

Ref No:

Date Received:

Shortlisting: S/R

Int Date:

Int Time:

Int Result: S/R/Res

Date Refs:

Date Vetting:

**CONFIDENTIAL APPLICATION FORM**

AN EQUAL OPPORTUNITIES EMPLOYER



Human Resources Dept

Central Office

25-31 Lisburn Road

Belfast BT9 7AA

PLEASE READ NOTES ON ATTACHED PAGE TO HELP YOU COMPLETE THIS FORM

1. **PERSONAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Title  Mr / Mrs / Miss / Ms | First Names in Full | Surname | |
| Contact Address    Postcode  Email address | Contact Telephone Number(s)  Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (if applicable) | Personal Public Service Number (PPS)   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  |   National Insurance Number   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | |
| Do you have (please tick √ box) | | | |
| A full current driving licence that allows you to drive in the UK, Isle of  Man or Republic of Ireland?  The use of a car for work? | | Yes   Yes  | No   No  |
| Do you require a work permit to work in the UK?  Do you require a work permit to work in the Isle of Man?  Do you require a work permit to work in the Republic of Ireland? | | Yes   Yes   Yes  | No   No   No  |
| Are you able to work flexible hours?  This is particularly relevant to posts within our care projects | | Yes  | No  |
| Do you have a disability? **(see Note 1)**  If yes, do you need any special arrangements to be made for you? Please tell us here what you need. | | Yes   Yes  | No   No  |
| Give dates of any planned holidays  From To  Praxis Care may not be able to accommodate holidays. | | | |
| Where did you hear about this job?  Newspaper   Internal       NI Jobs        Regional College   Community NI      Praxis Care Website       Other      Where you have ticked ‘Newspaper’, ‘Regional College’ or ‘Other’ - please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  We use this information to measure the success of our adverts. | | | |

1. **REFEREES (see note 2)**

|  |  |
| --- | --- |
| 1. Name   Address  Daytime Telephone Number  Email (if known)  Job Title | 1. Name   Address  Daytime Telephone Number  Email (if known)  Job Title |
| We will only contact your references if we are strongly considering offering the post to you. | |

1. **EMPLOYMENT RECORD (see Note 3)**

**If applying for a care post please state for each post listed whether you worked with individuals with learning disabilities, mental ill-health, young people, children, older people with dementia or individuals with acquired brain injury.**

Current Job – Type of Contract Permanent / Fixed Term / Temporary / Relief

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Date Started | Salary | Notice Period |
|  | Job Title | | |
| Brief Description of duties and responsibilities relevant to this post  Why do you want to leave? | | | |

**Previous Employment History** (include voluntary work / career breaks / periods of unemployment)

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Dates employed  Day / Month / Year | | Position Held  List your Job Title, main duties and the reason for |
|  | From | To | leaving each job |
|  |  |  | Use a separate page if you need more space |

1. **QUALIFICATIONS (see Note 4)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of Qualification** | **Level** | **Grade Achieved** | **Date Passed** |
|  |  |  |  |

**PROFESSIONAL QUALIFICATIONS (Write ‘None’ if none)**

|  |  |  |
| --- | --- | --- |
| **Name of Professional Body** | **Qualification / Class of membership held** | **Date passed** |
|  |  |  |

Have you completed your Assessed Year in Practice? Yes  No 

Where did you complete this? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date completed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **EXPERIENCE AND SKILLS (see Note 5)**

Identify skills, experience and knowledge needed for the post applied for and show how your past experience has given you these skills and experience. All applicants should be advised that they will only be shortlisted on the information provided. It is essential therefore that you specifically identify how you meet the criteria as specified on the person specification. When shortlisting, no prior knowledge regarding candidates will be taken into consideration. It is essential you read point 5 on **NOTES ON HOW TO COMPLETE YOUR APPLICATION FORM**

|  |
| --- |
| Use a separate page if you need more space |

1. **CONVICTIONS / OFFENCES (see Note 6)**

|  |
| --- |
| List below details of ALL charges, prosecutions, convictions, cautions, bind over orders, even if they happened a long time ago. You must include any that may be pending, minor matters and any road traffic or motoring offences. If none then you must write **NONE** in the box below. If candidates fail to declare convictions they should be advised any offer of employment may be withdrawn for providing false information on their application form to gain employment. |
| Place of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please give ALL previous addresses within the last 5 years  Have you EVER lived elsewhere in the UK or ROI Yes / No If yes, please give details  Please give any other surnames by which you have been known |

1. **PERSONAL DECLARATION (see Note 7)**

PLEASE READ AND SIGN THIS SECTION

|  |
| --- |
| 1. I declare that all the information on this form is true, complete and accurate.  2. I understand that if I give wrong information or leave out important information I could be dismissed if I take up this job.  3. I understand that police checks may be carried out before I am offered a job and I consent to the checks being made.  4. I understand that to take up this job I must have satisfactory references, health assessment and police checks (if applicable).  5. I understand that I will be asked to show evidence of my identity and evidence of any qualifications that are needed prior to commencing the post  6. I confirm that to the best of my knowledge there are no medical reasons which would stop me from carrying out the duties required of the position applied for.  7. I agree to the Praxis Care making any necessary enquiries during the recruitment and selection process.  8. I understand that canvassing will disqualify me from the selection process for this job.  Your signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**NOTES ON HOW TO COMPLETE YOUR APPLICATION FORM** – PLEASE TEAR OFF

CV’s will not be considered

Please read these notes carefully before completing your form.

If you need help to complete this form, please contact a member of the Human Resources Department (Telephone: 028 9081 8423).

1. **PERSONAL INFORMATION**

If you have a disability and need help when attending for interview e.g. with car parking, access or an interpreter, please tell us on the application form what you require. Human Resources staff will contact you to discuss your needs.

1. **REFERREES**

You must give names and addresses for **two** referees. One must be your manager or supervisor from your present job who can comment on your work.

If you are **unemployed** one referee should be your last manager or supervisor.

If you have **never been employed** one referee should be someone who knows you well enough to confirm the information that you have given and to comment on your ability to do this job.

Relatives must not be used as referees.

1. **EMPLOYMENT RECORD**

List first your current or most recent job and work back from there, showing all periods of employment and unemployment.

**Dates** – it is important that all dates given on your form are clear and correct. You should include periods of voluntary work, career breaks and unemployment.

**Reason for Leaving** – please give the reason why you want to leave or left each job.

1. **QUALIFICATIONS**

You are responsible for giving full details about any qualifications you hold.

If you hold a professional Qualification please ensure you include any PIN, Registration or Membership number you hold and the date on which you became registered.

1. **EXPERIENCE AND SKILLS**

Read the job description and the personnel specification for this post, which tells you about this job and what we are looking for. Tell us what experience, skills or qualifications you have which would help you do this job. Include experience gained through activities at home, socially, in the community, or as a volunteer. Please ensure that you demonstrate how you meet the essential criteria and personnel specification.

If experience is needed for this job please tell us about the type of experience you have and the exact length of your experience i.e. days / months / years.

If I.T. skills are required please tell us about the packages you can use and the experience you possess.

If experience with particular clients is needed for this job please tell us what type of people you have worked with e.g. people who have mental health issues, people with learning difficulties, elderly or children. It is not sufficient to state the name of your employer or project you work within. This applies to all applicants regardless of previous applications or employment within Praxis Care. No prior knowledge of candidates will be considered. Shortlisting will be based only on the specific information provided on the application form.

1. **CONVICTIONS / OFFENCES**

Under the Rehabilitation of Offenders (Exceptions) Order, criminal convictions can **never** be regarded as ‘spent’. Because of the nature of the work for which you are applying. Praxis Care is covered by this Order.

You must give details of ALL charges, prosecutions, convictions, cautions, bind overs – even if they happened a long time ago. You must include any which may be pending, minor matters and any road traffic or motoring offences.

Give as much information as you can, including the offence, the approximate date of the court hearing and the penalty imposed.

All information will be treated as confidential and will be discussed with you at interview to allow the interview panel to consider if it is relevant to this job.

Give as much information as you can, including the offence, the approximate date of the court hearing and the penalty imposed.

All information will be treated as confidential and will be discussed with you at interview to allow the interview panel to consider if it is relevant to this job.

Giving information about a conviction(s) will not stop you from being offered this job unless offences are considered to be relevant to this post.

Failure to give information about any offence could result in the offer of a job being withdrawn or disciplinary action which may result in dismissal for providing false information to gain employment.

If this post involves working with children or vulnerable adults your details will be checked by the Department of Health, Social Services and Public Safety (DHSSPS), Protection of Vulnerable Adults Service (POVA) or the Protection of Children Service (POC) and the police.

The reason for the checks is to make sure that people are not appointed who might be a risk to children or vulnerable adults.

The checks will tell us if you have a criminal record, or if the DHSSPS holds any other information about you that might be relevant to this job. Any information that we receive will be treated confidentially and may be discussed with you.

If you do not have a conviction or a caution then you must write **NONE** in the appropriate box.

1. **PERSONAL DECLARATION**

Remember to sign this section.

**POINTS TO NOTE**

The information given in this application will be treated as confidential, however legal processes may require the organisation to disclose your form to certain statutory bodies.

**COMPLETED FORMS**

Please read through your completed form carefully. Check for mistakes or anything you have left out. You are responsible for making sure that all sections are fully and clearly completed and for ensuring that it is returned by the closing date/time to the relevant address.

Praxis Care cannot take account of delays over which it has no control and forms that are late will only by accepted in very exceptional circumstances.

**WHAT HAPPENS NEXT?**

We will not let you know that we have received your application form, but we will always write to let you know whether or not you have an interview.