## Upper Springfield Development Trust Ltd K:\Logo's\USDC Ltd.jpg

## Application for the Post of

**Welfare Rights Advisor**

# *Confidential*

Completed applications should be returned by emailby **Friday 13th October** at **12:00 noon** to: [**j.fegan@usdt.co.uk**](mailto:j.fegan@usdt.co.uk)

**Tel No: 028 90236677**

**Application Ref No: WRA/\_\_\_\_\_**

**NOTE: Please type this application. CV’s will not be accepted in lieu of the application form**

**Forename:** **Surname**

**Address:**

**National insurance:**

**Tel No: H W** **M**

**Email:**

**How did you learn of this post?**

**Nijobs.com** 🞏 **Communityni** 🞏

**Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COURSES AND/OR RELEVANT TRAINING UNDERTAKEN**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Training Provider or Examining Body** | **Grade**  (if applicable) |
|  |  |  |

**EMPLOYMENT HISTORY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please give details here of all the positions held. Start with your present or most recent position and work back (please add attached sheet if necessary)** | | | | | |
| **Dates** | | **Name and Address of Employer and nature of business.** | **Position held** | **Salary** | **Reasons for leaving** |
| **From** | **To** |  |  |  |  |
|  |  |  |  |  |  |

Please **demonstrate** the essential criteria below:

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| 1. To have completed a recognised advisor training programme e.g. a programme provided by Citizens Advice or the Law Centre and have a minimum of one years’ experience, either paid or in a voluntary capacity |
| 1. Can demonstrate knowledge and experience of both the current and future changes in welfare reform |
| 1. Can demonstrate experience of using a case management system for eg. Advice Pro or Carma or something similar |
| 1. Can demonstrate effective verbal and written communication skills |
| 1. Can demonstrate ability to understand complex information and legislation |
| 1. Demonstrate ability to prioritise own workload and to use initiative regarding assisting clients |
| 1. Demonstrate experience of working as part of a flexible team and sharing knowledge. |
| 1. Sympathetic and non-judgmental attitude towards clients |
| 1. Have a commitment to equal opportunities policy both in the work place and service delivery |
| 1. Willingness to work flexible and unsociable hours. |
| 1. Friendly and approachable manner |
| 1. Demonstrate ability to work on a confidential basis |
| 1. Demonstrate an ability to work under pressure and to strict deadlines |
| 1. Accuracy and attention to detail |
| 1. Proven knowledge of the current issues impacting individuals, families and communities across the Upper Springfield/Whiterock locality. |

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| **ANY OTHER DETAILS**  (Please use this space to give any other details you may wish to add) |
| **How soon would you be able to take up your appointment?** |
| **REFERENCES**  (Please give the name of two people who we will contact for a reference – one must be your most recent employer). Please note we will be contacting referees prior to interview unless otherwise advised by you.  NAME NAME    POSITION POSITION    ADDRESS ADDRESS  TEL TEL  EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL    **DECLARATION**  I hereby declare that the information given on this application form is to the best of my knowledge, true and correct. I also agree that any misrepresentations by me will lead to disqualification of this application, the withdrawal of any offer of employment or my employment being terminated without any obligation or liability to the Company other than for services rendered.  SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |