**Application Form**



**Confidential**

Slieve Gullion Courtyard

89 Drumintee Road

Killeavy, Newry BT35 8SW

T: 02830 898119

|  |  |
| --- | --- |
| Reference No | EO |
| Vacancy Title | DSS – Employability Officer |
| Vacancy Location |  |

**Personal Details**

Surname: Forename:

Address:

 Postocde:

Home Telephone No: Mobile Telephone No:

Email Addess:

National Insurance No: Place of Birth:

Are you an EU Citizen? Yes ☐ No ☐

Do you have access to a car or other suitable form of transport if Yes ☐ No ☐

necessary to meet the requirements of the post?

Do you hold a full, clean driving licence valid for the UK? Yes ☐ No ☐

**Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Qualification | Level of Qualification | Examining Body | Date Obtained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Courses Currently Being Undertaken

|  |  |  |
| --- | --- | --- |
| Name of Qualification | Level of Qualification | Examining Body |
|  |  |  |
|  |  |  |
|  |  |  |

Training and Development

Please use this space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

|  |  |
| --- | --- |
| Training Course | Course Details (include length of course/nature of training) |
|  |  |

**Employment**

**Present or Most Recent Employment**

|  |  |
| --- | --- |
| Name and address of present/most recent employer |  |
| Position held |  |
| Dates of employment | From: To: |
| Period of notice (if applicable) |  | Salary: |  |
| Reason for leaving (if applicable) |  |
| Explanation of duties: |

Previous Employment

|  |  |
| --- | --- |
| Name and address of Employer |  |
| Position held |  |
| Dates of employment | From: To: |
| Reason for leaving |  |
| Brief description of duties: |

|  |  |
| --- | --- |
| Name and address of Employer |  |
| Position held |  |
| Dates of employment | From: To: |
| Reason for leaving |  |
| Brief description of duties: |

|  |  |
| --- | --- |
| Name and address of Employer |  |
| Position Held |  |
| Dates of Employment | From: To: |
| Reason for Leaving |  |
| Brief description of duties: |

Gaps in Education/Employment History

Please account for any gaps in education/employment which have not been included in previous information.

**Essential Criteria**

1. Please demonstrate your knowledge and experience in providing support to young people to consider and sustain work experience placements.

2. Please demonstrate, by giving examples, your experience of dealing with people with disabilities or a range of health conditions.

3. Please demonstrate your knowledge and experience of writing comprehensive and succient reporting using appropiate ICT systems.

4. Please outline why you consider yourself particularly suitable for the post offered.

 (Continue on a separate sheet if necessary).

Interests/Hobbies

Please give details of other interests/hobbies.

**Protection of Vulnerable Adults**

This post may involve ‘regulated activity’ as defined under Safeguarding Vulnerable Groups (NI) Order 2007. Is there any reason as to why you would not be suitable to work with vulnerable young people/adults in a training setting?

 Yes ☐ No ☐

If Yes, please provide details:

Please Note: Clanrye Group will be carrying out enclosed disclosure checks under Access NI.

**A criminal record will not necessarily be a bar to obtaining a position at Clanrye Group.**

**References**

Please give the names and addresses of two referees who have knowledge of you work and who would be willing to supply references.

|  |  |
| --- | --- |
| **Referee 1** | **Referee 2** |
| Name |  | Name |  |
| Address |  | Address |  |
| Telephone No |  | Telephone No |  |
| Email Address |  | Email Address |  |
| Position Held |  | Position Held |  |

I declare that the above information is true and accurate.

I understand that if I provide false or misleading information I may have any offer of employment withdrawn or if employed will be dismissed from the service.

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

Name in Capitals \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applications to be returned to:

Clanrye Group receives funding through the European Social Fund and Department for Employment and Learning.

Ruth Murphy

Clanrye Group

Slieve Gullion Courtyard

89 Drumintee Road

****Killeavy

BT35 8SW

**Closing Date: Wednesday 04th July 2018 at 3.00pm**