**APPLICATION FOR**

**SOFT Project Family Support Worker**

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| --- | --- | --- | --- |
| **Post** | **Family Support Worker (Part Time, 21 hours per week)** | | |
| **Closing Date** | Friday 14th December 2018 | Closing Time | 4.00 p.m. |
| **Return Arrangements** | This form should be completed and returned to: | | |
| The Strategic Development Officer  SOFT Project  Speedwell Trust  Parkanaur Forest Park  Castlecaulfield  DUNGANNON  Co. Tyrone  BT70 3AA | | |

A Curriculum Vitae or additional pages must not be submitted. We do not accept CVs. Applicants must ensure they provide sufficient information on the application form to enable the selection panel to assess their eligibility for consideration. Failure to do so will result in the application being rejected. Late applications will not be accepted. Any alterations to this form will invalidate your application. Please keep within the boxes provided, additional pages will not be accepted.

**SECTION A – PERSONAL DETAILS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (Dr/Mr/Mrs/Ms/Miss)  *(delete as appropriate)* | Forename(s) | | | | | | | Surname | | | | | |
| Address | | | | | | | | | | | | | |
|  | | | | | | Postcode | | | | | | | |
| Contact Email Address | | | | | | Daytime Contact Number(s)  (i)  (ii) | | | | | | | |
| National Insurance Number | |  |  |  | | |  | |  |  |  |  |  |
| Are you free to remain in and take up employment in the UK? Yes ⬜ No ⬜ | | | | | | | | | | | | | |
|  | | | | | What notice are you required to provide your present employer? | | | | | | | | |

**SECTION A – PERSONAL DETAILS (Continued)**

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| --- | --- |
| **Disability** | |
| In accordance with the Disability Discrimination Act, a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had a substantial and long-term adverse effect on their ability to carry out normal day to day activities”. | |
| Do you have a disability that requires reasonable adjustments to be made if you are called for interview or assessment? | Yes ⬜ No ⬜ |
| If you consider yourself to have a disability please provide any relevant information about requirements that you may have so that reasonable arrangements can be made for your attendance at interview (if short-listed). | |
|  | |
| The Speedwell Trust, as part of its Equal Opportunities Policy, welcomes applications from people with disabilities. | |

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| **References** | |
| Please give the names and addresses of two referees, one of whom should be able to comment on your suitability to work with children/young people in an educational setting and/or your professional ability. Prior consent of referees should be obtained. References must not be submitted with this form. When a conditional offer of employment is made, the Speedwell Trust will seek references from current/most recent employer for all posts involving ‘regulated activity’. | |
| Referee 1 | Referee 2 (Current/recent employer) |
| Name:  Address:  Telephone Number:  Capacity in which you (the referee) know this person: | Company:  Name:  Address:  Telephone Number:  Capacity in which you (the referee) know this person: |
| Position Held: | Position Held: |
| Email Address: | Email Address: |
| **Please note -** Any family member or person involved in the recruitment process for the post for which you are currently applying cannot act as a referee. | |

**SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Education and Training** | | | | | |
| **Post Primary School Education (for example GCSE/GCE etc)** | | | | | |
| Subject | Level of Exam | Examining Body | Grade\* | Month/  Year Obtained | Month/  Year Obtained |
|  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Higher Education (if applicable)** | | | | | | | |
| Name of University or College | Dates | Qualification / Degree Awarded | | | If honours, state class and division\*🞟 | | Month/Year Expected |
|  |  |  | | |  | |  |
| Main / subsidiary subjects studied in each year | 1st Year | | 2nd Year | 3rd Year | | 4th Year | |

\*Original documentary evidence will be required from the successful candidate.

🞟Predicted grade/classification can be entered. If an offer of employment is made and the predicted grade/ classification has been used as an essential, desirable or enhanced criterion and is NOT achieved, the offer will be withdrawn.

**SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS (Continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification in teaching, youth or community work (if applicable)** | | | | |
| College or University Department | | Dates | Qualification(s) obtained | |
|  | |  |  | |
| Subjects Studied during training  (main subjects and other subjects) |  | | | |
|  | | | |
| Has the final exam been passed | Yes ⬜ No ⬜ | If no, when is the final result expected? | |  |

|  |  |  |
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| **Additional Qualifications** | | |
| Name of Awarding Body | Dates | Qualification(s) obtained |
|  |  |  |

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| --- | --- | --- |
| **Membership of Professional Bodies** | | |
| Name of Organisation | Dates | Qualification/membership status attained |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment** | | | |
| **Present Employment** | | | |
| Present Post Held |  | | |
| Employer’s Address |  | | |
| Postcode |  |
| Date Appointed to Present Post |  | Temporary or Permanent? |  |
| Duties / responsibilities attached to present post | | | |

**SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS (Continued)**

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| **Employment cont.** | | | | | |
| **Previous Employment (Please list most recent first)** | | | | | |
| Name and type of employer | Job title/Grade | Main duties and responsibilities | Reason for leaving | Dates | |
| From  dd/mm/yy | To  dd/mm/yy |
|  |  |  |  |  |  |

**SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS (Continued)**

**ESSENTIAL CRITERIA**

In this section applicants must present clear evidence to demonstrate how they meet each of the essential criteria, including relevant dates (as appropriate) and relevant examples. Please ensure you use only the space provided. Additional pages will not be submitted to the selection panel.

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| **Essential Criteria**   * A relevant third level qualification in social work, teaching or youth and community work.   *Or*  A minimum of 3 years’ demonstrable experience of working with groups and/or families across the community sector. |
| **Essential Criteria**   * Experience of organising and running workshops and events to meet the needs of families; |
| **Essential Criteria**   * Experience of working in partnership with organisations to deliver programmes or projects; |
| **Essential Criteria**   * Experience of report writing and evaluation; * Working knowledge/ experience of operating Microsoft Office; * Access to transport that will enable the required work to be completed across all areas. |

**SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS (Continued)**

**DESIRABLE CRITERIA**

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| In this section applicants must present clear evidence to demonstrate how they meet each of the desirable criteria, including relevant dates (as appropriate) and relevant examples. Please ensure you use only the space provided. Additional pages will not be submitted to the selection panel.   * A minimum of one year’s experience of working in a community development setting; |
| **Desirable Criteria**   * Experience of working with families through community involvement; * Experience of working within a team environment and independently. * Have undertaken recognised Child Protection/Safeguarding training with the last 2 years. |

**SECTION C – INFORMATION RELATING TO THE SELECTION PROCESS (Continued)**

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| **Child Protection** |
| (Please note this post involves ‘regulated activity’ as defined under Safeguarding Vulnerable Groups (NI) Order 2007) (see page 13) |
| Are you aware of anything in your employment or personal history which would render you unsuitable to work with children and young people?  Yes ⬜ No ⬜ **If Yes, please provide details below.** |
|  |

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| **Gaps in Employment** |
| Please provide information below to explain any gaps in your employment history. |
|  |

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| **Transport** | |
| Do you hold a current driving licence | Yes ⬜ No ⬜ |
| Do you have access to a car or other suitable form of transport if necessary to meet the essential requirements of the post? | Yes ⬜ No ⬜ |

**SECTION C – APPLICANT DECLARATION**

**Please tick to confirm.**

I have read the Terms and Conditions of Appointment relating to the position. I declare that I have not canvassed in any way and that the information contained in this form is true and accurate. I understand that canvassing and/or falsification of information could result in disqualification or dismissal.

I understand that this post is (or may be) exempt from the provisions of the Rehabilitation of Offenders (NI) Order 1978. In the event of my application being successful, I consent to a check being made by Access NI, a single history disclosure body, to determine if there is any record of criminal convictions, pending prosecutions, cautions or bind-over orders against me.

I understand that the information on this form is required by the Trust for the purposes of processing my application. The information is covered by the provisions of the Data Protection Act 1998. I understand that by completing this declaration I am indicating my authorisation for the Trust to process and retain the information for the purposes stated including approaching my current/ most recent employer for a reference in the event of my being recommended for appointment.

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| --- | --- | --- | --- |
| Signature |  | Date |  |

**Please complete and return this form together with the Equal Opportunities Questionnaire by the closing date advertised, to the Address on the front of this form.**

**The Speedwell Trust is an Equal Opportunity Employer, committed to fairness and equality.**

**Fraud Prevention and Detection** –The Trust is under a duty to protect the public funds it administers and, to this end, may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

**Equal Opportunities Monitoring Questionnaire**

**Guidance notes are on the reverse of this form**

**NATIONAL INSURANCE NUMBER -** please specify**:………………………………………………………..**

**AGE –** Please enter your date of birth: \_\_ \_\_**/**\_\_ \_\_**/**\_\_ \_\_ \_\_ \_\_ (eg.05**/**08**/**1948)

**SEX – I am:** MaleFemale

|  |  |
| --- | --- |
| **DISABILITY** | |
| **I have:** | **No disability**  **A physical impairment**, such as difficulty using arms or, mobility requiring a wheelchair or crutches  **A sensory impairment**, such as blind/visual impairment or deaf/hearing impairment  **A mental health condition**, such as depression or schizophrenia  **A learning disability**, such as Down’s syndrome, dyslexia or cognitive impairment such as autism  **A long standing illness**, such as cancer, HIV, diabetes, chronic heart disease or epilepsy  **Other** …………………………………………………………………………... |

|  |  |
| --- | --- |
| **MARITAL STATUS** | |
| **I am:** | Single (never married) Married (living with spouse)  Married (separated)  Civil partnership (same sex)  Divorced Widowed  Other ................................................................................................... |

|  |  |
| --- | --- |
| **RACE, COLOUR OR ETHNIC/NATIONAL ORIGINS** | |
| **I am:** | White  Chinese Irish Traveller Indian Pakistani Bangladeshi  Black African Black Caribbean Black Other ..........................................  Mixed Ethnic Group ................................. Other......................................... |

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| **NATIONALITY –** Please specify:**………………………………………………………………………** |

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| **DEPENDANTS/CARING RESPONSIBILITIES –**  Pleaseindicate if you have dependants or persons you have caring responsibility for (if anyone): |
| No dependants or caring responsibilities Child or children Disabled person(s)  Elderly person(s) Other:**……………………………………………………………….** |

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| --- |
| **SEXUAL ORIENTATION –** My sexual orientation is towards: |
| **Persons of a different sex to me**, I am a heterosexual man or woman  **Persons of the same sex as me**, I am a gay man or lesbian  **Persons of both sexes**, I am a bisexual man or woman |

**ADVERTISING –** Please name any newspapers and/or websites where you learned of this job:

**……………………………………………………………………………………………………….**

**DO NOT SEPARATE THIS FORM FROM THE JOB APPLICATION FORM**

**GUIDANCE AND SUMMARY OF THE EQUAL OPPORTUNITIES POLICY**

The Speedwell Trust is an Equal Opportunities Employer. It is the policy of the Trust to provide equality of opportunity to all persons regardless of their sex, pregnancy or maternity related issues, race, age sexual orientation, whether they are married or in a civil partnership, whether they are disabled, or whether they have undergone, are undergoing, or intend to undergo gender reassignment.

We do not discriminate on any of the grounds listed above.

In this questionnaire we are asking you to provide us with some personal information about yourself. We are doing this to demonstrate our commitment to promoting equality of opportunity in employment. The information which you provide will assist us in measuring and developing the effectiveness of our equal opportunities policy and to develop any affirmative action policies.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so.

Access to this information will be strictly controlled and monitoring will involve the use of statistical summaries of information in which the identity of individuals will not appear. The information will only be used for monitoring the effectiveness of the Speedwell Trust’s Equal Opportunities Policy and to comply with its obligations relating to monitoring, investigations or proceedings relating to the requirements of the Fair Employment and Treatment Order and other equality legislation which is applicable in Northern Ireland.

A copy of the Speedwell Trust’s Equal Opportunities Policy is available on request.