**KILCREGGAN HOMES**

**KH024.04**

**CONFIDENTIAL APPLICATION FORM**

For the post of **full time Support Worker** based at Kilcreggan Homes, Elizabeth Avenue, Carrickfergus, BT38 7UY

Please complete the form in black ink and return to: The Recruitment Manager,

Kilcreggan Homes, Elizabeth Avenue, Carrickfergus, BT38 7UY or return by email to: gayle@kilcreggan.org.uk. Completed forms should be returned by 4pm on 13th May 2024. Interviews will be held on 21st May 2024.

Please ensure that the Monitoring form and Disclosure of Criminal Convictions form are both returned with this form in separate envelopes.

1. **PERSONAL DETAILS**

Surname: (Mr/Mrs/Miss/Ms)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forename/s:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home telephone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile telephone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred method of contact: Email / letter (please circle one)

NISCC registration number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

National Insurance number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Can we contact you at work? Yes/No

In which publication/newspaper did you notice this job advertisement?

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1. **EXAMINATIONS:**

SUBJECT EXAM NAME RESULT

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1. **FURTHER EDUCATION & PROFESSIONAL QUALIFICATIONS**

UNIVERSITY/COLLEGE DEGREE/DIPLOMA SUBJECT

PROFESSIONAL BODY

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1. **PLEASE GIVE DETAILS OF ANY COURSES ATTENDED IN THE LAST TWO YEARS**
2. **EMPLOYMENT HISTORY**

Please begin with your current or most recent employer and work back. Please also explain any gaps in your employment.

**PRESENT/PREVIOUS EMPLOYER**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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STARTING DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_LEAVING DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STARTING PAY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Current/finishing pay\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE/GRADE OF POST\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINCIPAL DUTIES (include the number and grades of staff for whom you are responsible)

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PERIOD OF NOTICE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **PREVIOUS EMPLOYER**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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STARTING PAY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CURRENT/FINISHING PAY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE/GRADE OF POST\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINCIPAL DUTIES (include the number and grades of staff for whom you are responsible)

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 **PREVIOUS EMPLOYER**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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STARTING DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_LEAVING DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STARTING PAY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Current/finishing pay\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE/GRADE OF POST\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINCIPAL DUTIES (include the number and grades of staff for whom you are responsible)

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Please continue on a separate sheet if necessary.

1. **EXPERIENCE: Please state how your previous experience has a bearing on your present application, continuing on a separate sheet if necessary.**
2. **PLEASE GIVE DETAILS OF ANY INTERESTS WHICH MAY BE RELEVANT TO THIS APPLICATION.**

**REFERENCES:**

Please name TWO referees (not relatives), one of whom should have knowledge of your present or most recent work and be in a supervisory/managerial capacity.

If you do not want a reference to be taken up from your present employer prior to interview please indicate by ticking here\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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DAYTIME TEL. NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OCCUPATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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DAYTIME TEL. NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OCCUPATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reasonable Adjustments:** Do you require any adjustments to enable you to participate in the selection process?  If so please specify your requirements here.

**DECLARATION AND SIGNATURE:**

I DECLARE THAT ALL THE FOREGOING STATEMENTS ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NB: A candidate found to have knowingly given false information or to have wilfully suppressed any material fact will be liable to disqualification, or if appointed, to dismissal.**

**Data Protection and GDPR**

I consent to the information I have provided in this form being used for:

* Processing my application for this post, including both manual and computerised records and retaining this information for a period of 12 months after the selection exercise;
* Transfer to my employment record if I am appointed, including both computerised and manual systems after which it will be held for the duration of my employment and for up to 6 years thereafter.  I understand that this information will be processed and stored in accordance with the Data Protection Act 1998.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRIVATE AND CONFIDENTIAL**

**Monitoring Questionnaire**

Ref No: KH024.04

***Please seal your completed monitoring Questionnaire in an envelope and return with your completed application form.***

We are an Equal Opportunities Employer. We do not discriminate on the grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998.

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.

**I am a member of the Protestant Community**

**I am a member of the Roman Catholic Community**

**I am a member of neither the Protestant nor**

**Roman Catholic Community.**

**Please indicate whether you are: Female Male**

**Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If you do not complete this questionnaire, we are encouraged to use the “residuary” method, which means that we can make a determination on the basis of personal information on file/application form.

**Note:** It is an offence under the legislation for a person to “give false information….in connection with the preparation of the monitoring return.”

**DISCLOSURE OF CRIMINAL CONVICTIONS**

KH024.04

**APPLICANT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_POST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please read this information carefully**

**Statement of non-discrimination**

“Kilcreggan Homes is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post.” Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing tenants and employees.

**Question**

Below you are asked to disclose details of any criminal convictions. **This particular post falls within the definition of ‘excepted employment’** as provided by the Rehabilitation of Offenders **(Exceptions**) Order (NI) 1979 and therefore **ALL** convictions including **SPENT** convictions **MUST** be disclosed. Having a conviction will not necessarily debar your application from being considered. This information may be verified through appropriate channels. If you are currently facing prosecution for a criminal offence you should also bring this to our attention given the “excepted” nature of the post. For further information about “Excepted” posts, please see enclosed.

**Advice to Applicants**

**Please place the completed form in an envelope marked “Confidential”, seal and return along with your application form. If you are not shortlisted for interview, this envelope will be returned to you unopened.**

**If you are successfully shortlisted the information provided will be considered and any clarification will be requested at that stage and not at the interview itself. Thank you for your co-operation.**

|  |
| --- |
| DATE OF CONVICTION OFFENCE SENTENCE |
|  |
|  |

**Please provide any other information you feel may be of relevance such as:**

* **the circumstances of the offence**
* **a comment on the sentence received**
* **any relevant developments in your situation since then**
* **whether or not you feel the conviction has relevance to this post.**

Please continue on a separate sheet if necessary.

 ***Please continue overleaf if necessary …***

***I declare that any answers are complete and correct to the best of my knowledge.***

**SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUMMARY OF LEGISLATION**

**THE REHABILITATION OF OFFENDERS (NI) ORDER 1978**

The following sentences become ‘spent’ after fixed periods from the date of conviction.

***If a conviction is ‘spent’ you do not have to mention it, even when asked,***

***Unless applying for a post which is “excepted” under this legislation.***

|  |  |  |
| --- | --- | --- |
| **Sentence** | **Aged 17 or over at conviction** | **Under 17 years at conviction** |
| Absolute Discharge | 6 months |
| Probation Order, Bind Over, Conditional Discharge, Care/Supervision Order | Date Order ceases OR 1 year – whichever longer |
| Attendance Centre Order | 1 year after Order expires |
| Hospital Order | 5 years or 2 years after Order expires – whichever longer |
| Fine or Community Service Order Combination Orders | 5 years | 2 ½ years |
| Prison – (immediate or suspended) OR Young Offenders Centre – sentence of 6 months or less | 7 years | 3 ½ years |
| Prison – (immediate or suspended) OR Young Offenders Centre over 6 months up to and including 2 ½ years | 10 years | 5 years |
| **NB: CUSTODIAL SENTENCE OF MORE THAN TWO AND A HALF YEARS CAN NEVER BECOME SPENT** |

* Consecutive prison sentences count as a single term when calculating the rehabilitation period.
* If more than one sentence was imposed for an offence, the longer rehabilitation period applies.
* If a person receives new conviction during rehabilitation period:
1. for a summary offence (i.e. can only be tried at Magistrates Court) both rehabilitation periods expire separately;
2. for a more serious offence (i.e. which **could** be tried at the Crown Court) **neither** conviction will become spent until longest period expires.
3. Cautions, reprimands and final warnings are not considered to be convictions and become “spent” immediately unless relevant to “excepted “ posts.
4. A spent conviction will remain on your criminal record.
5. It is an offence for anyone to give information about spent convictions from official records except in the course of official duties.

**THE REHABILITATION OF OFFENDERS (EXCEPTIONS) ORDER (NI) 1979**

**(amended by 1987, 2001 and 2003 Orders)**

A range of occupations are exempted from the legislation for these posts, applicants **MUST** disclose information on both “spent” **AND** “unspent” convictions. The list of posts is extensive and can be summarised as follows:

1. **WORK THAT INVOLVES CONTACT WITH CHILDREN OR YOUNG PEOPLE OR VULNERABLE ADULT GROUPS** – e.g. provision of health care or social services, work with children such as youth work, education, or with adults with learning disabilities, mental illness, the elderly.
2. **PROFESSIONS THAT ARE REGULATED BY LAW** - e.g. medical practitioner, nurse, chemist, optician, accountant, manager of an insurance company.
3. **POSTS INVOLVING NATIONAL SECURITY** e.g. security personnel or senior civil service posts.
4. **POSTS CONCERNED WITH ADMINISTRATION OF JUSTICE** e.g. police officers, solicitors, probation officers, traffic wardens, judges, prison officers.