

## Employment Application Form

**(Please complete in type or black ink)**

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| **For official use only****Position**: Employment Officer **Closing Date**: 22nd May 2024 (4pm)**Applicant Reference No**: /24  |

#### Section 1: Personal Details

Surname:

First Names (In Full):

Postcode:

Address:

Telephone Numbers:

Home:

Mobile:

Work:

Textphone / Minicom:

(if applicable)

Home:

Work:

Email Address:

**Section 2: References**

Please give the details of two people whom we can contact for references. At least one of the referees should be your present (or most recent) employer and at least one who has knowledge of you in a working environment (paid or unpaid).

Name

Postcode:

Address:

Telephone Number:

Email Address:

Name

Postcode:

Address:

Telephone Number:

Email Address:

**Section 3: Eligibility to Work in the UK**

**YES / NO**

Do you require a permit / visa to work in the UK?

**YES / NO**

If YES, do you have a valid permit / visa?

If YES, please give the start date and expiry date stated on your permit / visa.

**Section 4: Educational Qualifications**

(Please list any secondary or third level examinations and vocational qualifications passed or to be taken.)

Grade Obtained

(if applicable)

Level

Subject

Date

(Year)

#### Section 5: Other Professional Qualifications

Qualification Obtained

Course

Date

(Year)

Membership of professional institutions / associations (please provide membership number):

**Section 6: Current Employment**

Current Employer:

(Include Name & Address)

Dates Employed (to / from):

Position held:

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Annual Salary:

Period of Notice Required:

Reason for Leaving:

Please give a BRIEF description of the main duties and responsibilities of your current position:

#### Section 7: Previous Employment

(Please outline your employment history by listing in order all previous positions, including voluntary work, apprenticeships and periods of unemployment)

 Employer:

Dates Employed (to / from):

Position held:

Reason for Leaving:

BRIEF outline of duties:

 Employer:

Dates Employed (to / from):

Position held:

Reason for Leaving:

BRIEF outline of duties:

 Employer:

Dates Employed (to / from):

Position held:

Reason for Leaving:

BRIEF outline of duties:

 Employer:

Dates Employed (to / from):

Position held:

Reason for Leaving:

BRIEF outline of duties:

**Section 8: Selection Criteria**

In this section you should provide information that positively demonstrates how you can satisfy each of the selection criteria listed in each of the boxes below. It will be insufficient to merely duplicate what the criteria states. So, for example, if it asks for your ‘ability to’ or ‘experience of’ you will be required to demonstrate your ability or experience by giving detailed specific examples, including dates that relate to your academic, professional, voluntary or personal life. If, as the direct result of a disability, you can not fully meet a specific criteria we would encourage you to tell us about it and to tell how your other skills and attributes prepare you for this post. This will help us to make any necessary reasonable adjustments and / or positive action measures to the recruitment process.

Only the information provided in a particular box will be used to assess whether or not you meet that particular criteria. It is therefore important to repeat information which you consider relevant to each criteria even if you have already provided it in another box or elsewhere on the application form.

Please refer to the Recruitment information Pack (personnel specification) for full definitions of the criteria.

**Essential Criteria**

1. Experience of directly supporting and assisting disabled people or people with health conditions into and to sustain employment, self-employment, further/higher education or job related or vocational skills training (**OR** as a person with a disability or health condition have personal experience of addressing specific related issues and barriers faced by in employment, self-employment, further/higher education or skills training).

2. The ability to communicate effectively, both orally and in writing, to disabled people and people with health conditions, employers, further and higher education providers, and training providers, support organisations, statutory agencies, local councils, health professionals etc

3. Ability to effectively plan own workload and achieve KPIs and targets to meet service, funder and organisational aims and objectives.

4. The ability to develop good working relationships and work as part of a team.

5. IT skills and experience in the effective use of a range of IT tools, (e.g. Microsoft Office Suite, Windows OS, and Android OS), enabling effective hybrid and onsite working to achieve high quality and timely service delivery

6. Possession of a full driving license and access to a car for business travel. (If the effects of a disability preclude an individual from holding a driving license, then they should indicate how they can meet the mobility requirements of the post – i.e. the ability to travel throughout Northern Ireland, during normal working hours and on some occasions at evenings and weekends.)

**Desirable Criteria**

1. A relevant third level qualification or a recognised accredited qualification in a relevant area such as Employability Support, Supported Employment, Teaching, Job/Sector Related Skills Training, Mentoring, Coaching,Careers Guidance or Self-Employment/Enterprise

2. Knowledge of relevant employment legislation and experience or knowledge of the Government programmes to assist disabled people and people with health conditions into employment, further/higher education or skills training.

3. Knowledge or experience of the social security benefits and tax credits relevant to job seekers.

4. Knowledge of the Disability Discrimination Act and other relevant employment legislation.

#### Section 9: Equal Opportunities Monitoring

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| **For official use only:** **Position**: Employment Officer**Applicant Reference No**: xxxx/24\_\_ |

**A Age:**

What is your date of birth? (e.g. 31/12/1958)

**B Community Background:** (Please tick one box only)

I am a member of the Protestant Community

I am a member of the Catholic Community

I am a member of neither the Protestant nor Community

**C Criminal Convictions**

**YES / NO**

Do you have any prosecutions pending or have you ever been convicted in a court or cautioned by the police for any offence?

**YES / NO**

Have you ever been the subject of an abuse investigation or enquiry concerning the alleged mistreatment of children or vulnerable adults?

If you have answered YES, to either of the above questions please give as much information as possible about the offence (including the type of offence, the date, the court that dealt it, etc) and/or about the allegation of abuse and its subsequent investigation. As this post will involve working with children/vulnerable adults you are required to disclose convictions which are considered “spent”.

**Any information given will be treated in the strictest confidence and will only be considered if it has any relevance to the position applied for. It should be noted that convictions will not necessarily preclude full consideration of your application or debar applicants from gaining employment but, in the event of employment, failure to disclose convictions could result in disciplinary action, including dismissal.**

**D Dependants:** Do you provide care or support for any of the following? (Tick all the boxes that apply)

Your Children

Another family member (please specify e.g. parent)

A none family member (please specify e.g. neighbour)

No caring responsibilities

**E Disability:**

### Under the Disability Discrimination Act a person is considered to have (or have had) a disability if he/she has (or has had) “a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities”.

**YES / NO**

(a) Do you consider yourself to have, or have had, a disability according to this definition?

(b) If **Yes** please provide details about the nature of your disability

(c) If **Yes** provide any relevant information about the effects of your disability and any requirements you may have so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of this post.

**F Ethnic Group:** To which of these ethnic groups do you consider yourself to belong? (Please tick one box only)

Bangladeshi

Black African

Chinese

Indian

Black Other

Black Caribbean

White

Pakistani

Irish Traveller

Mixed Ethnic Group (Please specify)

Other (Please specify)

**G Gender:** What is your sex?

Female

Male

**H Marital Status:** What is your marital status? (Tick all the boxes that apply)

Co-habiting with my partner

Single and never married

Married and in my first marriage

Separated but still legally married

Divorced

Re-married

Widowed

**I Political Opinion:** How would you describe the nature of your political views? (Please tick one box only)

Broadly Unionist

Broadly Nationalist

None

Other (Please specify)

**J Religious Belief:** Please indicate what religious denomination you belong to, or if you do not regard yourself as belonging to a particular religious denomination please indicate which one were you brought up in? (Please tick one box only)

Methodist

Roman Catholic

Church of Ireland

Church of Ireland

Other (Please specify)

**K Sexual Orientation:** (Please tick one box only)

I am lesbian

I am gay

I am bisexual

I am heterosexual

Other (Please specify)

**Section 10: Criminal Records Check / Working in a Regulated Activity**

As an organisation that works with children and/or vulnerable adults it is Disability Action’s policy not to recruit staff without conducting a criminal records check. This policy is in place to ensure that people who might be a risk to children and/or vulnerable adults are not appointed.

These checks are is carried out on our behalf by Access NI. If appointed you will be required to complete an application form for an Enhanced Access NI Disclosure Certificate. Any offer of employment will only be confirmed upon completion of this process.

These checks are carried out in line with the *Access NI Code of Practice*. A copy of the code can be obtained from Human Resources or at the attached link:-

http://www.dojni.gov.uk/index/accessni/support/code-of-practice.htm

Any information received will be treated in the strictest confidence and processed in line with data protection guidelines. A copy of our *Access NI Disclosure Policy Statement* that can be obtained from Human Resources.

With some exceptions having a criminal record will not necessarily bar you from working with us. This will depend its relevance to the position to which you are applying. If you have declared a criminal record, which we believe is relevant to the post we will discuss this with you before making any decision on suitability. A copy of our *Policy on Recruiting Ex-offenders* can be obtained from Human Resources

### This post will involve working with children / vulnerable adults and is considered a regulated activity. It is illegal to apply for a position that involves a regulated activity if you have been barred from doing so.

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| Is there any reason why you cannot work in a regulated activity? | **YES / NO** |

#### Section 11: Data Protection

Disability Action will process the information you provide in your application form in accordance with data protection legislation and gives the following assurances that it will be: -

* Treated in strictest confidence.
* Confidentially stored with access strictly controlled.
* Used only for the specific purpose for which it is required (ie recruitment to vacant jobs and, if appointed, in the processing of employment records).
* Only retained for a set period of time:- (i) No longer than 12 months if a job offer is not made or should you chose not to accept a job offer; (iii) No longer than 2 years if you are placed on a reserve/bank list: (iii) No longer than 6 years after you have left our employment.

This bases for collecting and processing such data is to meet legal employment requirements and in managing the ongoing employment relationship.

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| Do you give Disability Action consent to hold and process your personal data as outlined above? | **YES / NO** |

#### Section 12: Declaration

Candidates who deliberately provide false information on this form, or at any later stage in the selection procedure, or who withhold relevant facts will be liable to disqualification and, if appointed, dismissal. Canvassing of any kind will lead to disqualification and, if appointed, dismissal.

In completing this form I authorise Disability Action to obtain references to support this application and accept and release Disability Action and referees from any liability caused by giving and receiving information.

I declare that the information given in this application form is correct to the best of my knowledge, and I understand that any offer of employment will be dependent on the completion of a probationary period and references being considered satisfactory.

Signature:

Date:

Please return your completed application form by the closing date using either of the following methods:

(a) By Email to:- recruitment@disabilityaction.org

(b) By Post or Hand to:- Monitoring Officer (Human Resources)

#### Disability Action, 189 Airport Road West

Belfast BT3 9ED