A close-up of a logo

Description automatically generated **Ref: PCTCP- 09/24\_\_\_\_\_**

A logo for a community fund

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**APPLICATION FORM**

**Project Coordinator, Teen Challenge Programme**

**CLOSING DATE:** **Time, Day, Date, 2024**

**Please ensure you have read the Application Pack before completing the application form.**

**Please ensure that ALL sections are completed. Please complete the application form in either typescript font size 12, OR legible, block capitals using black ink pen.** Continuation sheets may be added if necessary. Curriculum vitae (CVs) will **not** be accepted.

Late applications will **not** be considered. **ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL**. Candidates must outline clearly how their qualifications and experience meet the essential requirements set out in the Person Specification. All information given will be treated with the strictest confidence.

**1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Telephone number (Home): |
| Forenames: | Telephone number (Mobile): |
| Postal Address: | E-mail Address: |
| Postcode: |  |

1. **QUALIFICATIONS/ TRAINING**

**Please list your formal educational qualifications and any professional training undertaken relevant to this post. If gained in a country other than the UK please indicate at what level- eg A-Level equivalent.**

|  |  |  |
| --- | --- | --- |
| **Type of Qualification**  **(e.g. Degree/GCSE)** | **Subject/ name of course** | **Result/Grade attained** |
|  |  |  |

Successful candidates will be asked to produce original certificates for qualifications / accredited training.

**3. EMPLOYMENT HISTORY**

**Please outline any relevant employment experience you may have. Continue on a separate sheet if necessary.** (Please list chronologically, starting with current or last employer)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Employer and Nature of Business:** | **Dates of employment**  **From:**  **To:** | **Job Title:**  **Job Function/ Key Responsibilities:** | **Final Salary and Reason for Leaving** |
|  |  |  |  |
|  |  |  |  |

1. **VOLUNTARY WORK**

|  |
| --- |
| **Please give details of any voluntary work which you feel is relevant to the post.** |
|  |

**5 . TRAINING**

|  |
| --- |
| **Details of training courses attended and awards achieved, if appropriate:** |
|  |

**6. EVIDENCE OF HOW YOU MEET THE CRITERIA**

In order to assist the recruitment and shortlisting process, applicants are required to address the following questions which are based on the **Person Specification** provided.

You must give demonstrable evidence of your skills and abilities, drawing on experience gained through professional, voluntary or personal life. It is not sufficient to simply state that you **have** experience **you must provide details**. Ensure that the information you give is relevant. Experience gained outside the UK is also relevant.

Please read the **Application Pack Cover Letter for further guidance** on how to respond to the following questions.

**Essential Criteria**

1. Please outline in brief how you have gained experience in the effective management of staff, young leaders/volunteers and project budgets and how you have used your excellent organisational skills to achieve this.
2. Please outline in brief how you have used your knowledge of issues faced by young people and excellent interpersonal and communication skills to promote the participation of young people and work with young people deemed to be at risk.

**3. Please provide details of your ability to design, plan and implement programmes of activities for young people based on evidence of need and the NI youth work curriculum to include your role in relation to monitoring and evaluation.**

4. **Please outline in brief your engagement with the wider community/agencies for the benefit of children & young people and how you have sustained relationships with a range of stakeholders including young people and adults.**

5. Please provide evidence in brief of your commitment to young people and to equal opportunities in youth work and tells us about how you have gained knowledge of safeguarding best practice.

1. Please provide examples of how you have led and directed a team and facilitated development of group work projects.
2. Please outline in brief your ability to use IT skills to produce reports, work with spreadsheets and/or develop presentations

**DESIREABLE CRITERIA**

Please provide examples of post professional experience of detached youth work delivery

**7.** **References**

Please list the details of two persons who are willing to provide references for you. One referee should be your current or most recent employer, the other maybe another employer or a person who knows you (but who is not a member of your family) and who is qualified to give an opinion about how you are suitable for the post. Please note that we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| E-mail: | E-mail: |
| Telephone No.: | Telephone No.: |
| Relationship to you: | Relationship to you: |

**8. Have you the ability to work flexible hours as set out in the Job Description?**

YES NO

**9. Present Employer**

**How much notice must you give your present employer?**

May we approach your present employer should

an offer of employment be made? Yes No

**10. Eligibility to Work in the UK**

Are you eligible to work in the UK? Yes No

You will be required to provide documentation to support this claim (under Section 8 of the Asylum and Immigration Act 1996) if offered the post.

**11. Criminal Convictions**

Due to the nature of this post it is exempt from the Rehabilitation of Offenders legislation, you must therefore declare details of those convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders (Exceptions)(Northern Ireland) Order 1979, as amended in 2014. A copy of Corpus Christi YC’s Policy on the Recruitment of Ex-Offenders is available on request.

Having a criminal record will not necessarily disadvantage an individual from working with Corpus Christi YC. This will depend on the nature of the position sought and the circumstances and background of the offence. In addition, any conviction for a conflict related offence that pre-dates the Good Friday Agreement (April 1998) may not be taken into account unless it is materially relevant to the employment being sought.

Under the Safeguarding Vulnerable Groups (NI) Order 2007, successful candidates will also be required to undertake **an Enhanced Disclosure, through Access NI before employment commences**. Further details in relation to legislative requirements can be accessed on [www.nidirect.gov.uk/vetting](http://www.nidirect.gov.uk/vetting) or [www.accessni.org.uk](http://www.accessni.org.uk)

Applicants are asked to declare any criminal record on the page marked Criminal Records, Disqualification and Declaration.

**12. Disqualification from working with children or vulnerable adults**

Are you disqualified from working with children or

vulnerable adults? Yes No

**13. Enhanced Disclosure**

Are you aware of any police enquiries undertaken following

allegations made against you that may have a bearing on

your suitability for the post Yes No

Have you ever been convicted of a criminal offence? Yes No

Are there any cases pending against you? Yes No

**14.** Do you currently hold a full current driving licence\* and/or access to a form of transport that will enable the postholder to meet the travel requirements of the Job? (*Please insert ‘X’ as appropriate*)

YES NO

\*Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence.

**15. DECLARATION AND SIGNATURE**

**You should satisfy yourself of your eligibility before the application is submitted.**

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

*I declare that the information on this form is correct and I have omitted nothing, that to the best of my knowledge, might affect this application.*

**Usual signature: Date:**

**EMAIL VERIFICATION DECLARATION**

**Please place an ‘X’ the box below to confirm that the information and statements provided on this application form is to the best of your knowledge true and correct.**

**I understand that deliberate falsification of information may prejudice my application or lead to an offer of appointment being withdrawn or my employment terminated.**

Declaration confirmation: Date:

Before returning this application form, please ensure that you have completed all sections.

See application pack cover letter for further guidance on how to return your application and Declaration and Consent Form.