

**DIVERSE YOUTH NI**

**APPLICATION FORM FOR Youth Engagement Assistant**

Please complete and return (electronic or hard copy) by **2pm, Thursday 15th August** to:

diverseyouthsni@gmail.com

Or:

Diverse Youth NI

275A Antrim Road, Belfast

BT15 2GZ

[www.diverseyouthni.com](http://www.diverseyouthni.com)

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| FORENAME/S: | SURNAME: |
| ADDRESS: | POSTCODE: |
| MOBILE NO: | EMAIL: |
| DATE OF BIRTH: |  |

**EDUCATION: SECONDARY AND COLLEGE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME OF SCHOOL, COLLEGE, UNIVERSITY | BRIEF ADDRESS | PART-TIME OR  FULL-TIME | FROM  (YEAR) | TO  (YEAR) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**EXAMINATIONS TAKEN FOR WHICH RESULTS ARE KNOWN:** (*List all subjects taken including* *failures, in chronological order - bracket together subjects taken at one sitting*).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SUBJECT | DATE | EXAMINING BODY | LEVEL OF EXAM | GRADE OR % | FOR OFFICE USE |
|  |  |  |  |  |  |

**EXAMINATIONS TO BE TAKEN - OR WITH RESULTS PENDING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SUBJECT | DATE OF EXAM | EXAMINING BODY | LEVEL OF EXAM | FOR OFFICE USE |
|  |  |  |  |  |

**CURRENT EMPLOYMENT**

|  |
| --- |
| Current employment or voluntary activity.  Title(s): Full-time/ Part-time: Date started:  Current responsibilities: |

**WORK HISTORY** *(include periods of employment, unemployment and full-time domestic involvement in chronological order since leaving school)*

|  |  |  |  |
| --- | --- | --- | --- |
| JOB TITLE | EMPLOYER | WHEN STARTED | WHEN FINISHED |
|  |  |  |  |

**RELEVANT TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
| TITLE | COURSE SPONSORED BY | LENGTH AND NUMBER OF SESSIONS | DID YOU COMPLETE THE COURSE SATISFACTORILY? |
|  |  |  |  |

**MOTIVATION AND INTERESTS**

Please give details of your knowledge and/or experience for each of the essential and any of the desirable criteria, together with an explanation as to how you feel they qualify you for this position. Please specify length of time, qualifications etc. regarding relevant experience where appropriate.

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| **Why are you interested in this role?** |
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| --- |
| **What do you hope to gain from this experience?** |
|  |

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| --- |
| **How do you think you can contribute to Diverse Youth NI?** |
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| --- |
| **Describe any experiences that have prepared you for this role.** |
|  |

***Qualifications***

|  |
| --- |
| Essential **200-word limit** |
|  |

***Skills***

|  |
| --- |
| Essential 200**-word limit** |
|  |

**REFERENCES**

Please give contact details of two referees who have relevant knowledge of your skills and experience. If you are currently employed, one should be your present employer (a reference will not be sought from your employer without your prior consent)

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | EMAIL | MOBILE NUMBER | HOW DOES THIS PERSON KNOW YOU? |
| 1. |  |  |  |
| 2. |  |  |  |

**Parent/Guardian Consent:**

I, ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, give my consent for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to apply for the Youth Engagement Assistant position at Diverse Youth NI. I understand that an informal interview will be conducted and that my child may be participating in activities as part of the programme.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| **DECLARATIONS**  Please ensure you sign and date this declaration before returning your application form. |
| **DECLARATION OF CONVICTIONS -** See attached Declaration and Consent Form |
| **DATA PROTECTION ACT DECLARATION** - The information on the application form will be held and processed in accordance with the requirements of the Data Protection Act 1998.  I understand that the information is being used to:   * Process my application for employment * Form the basis of a computerised record on the recruitment system for processing and monitoring purposes * Form the basis of a manual job file with other application forms and will be used for processing * If appointed, form the basis of a manual and computerised employment record |
| I declare that the information provided on this form is true and complete to the best of my knowledge and belief. I understand that any false or omitted information may result in dismissal or other disciplinary action if I am appointed.  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Please note:**  All information received will be dealt with in confidence, consistent with our commitment to safeguard children and young people. |

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