**Application for Employment**

**Please complete and return as a word document.**

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| **PART 1** | | | | | | | | | | |
| Which post are you applying for: |  | | | | | | | | | |
| First name |  | | | | | Surname | |  | | |
| Email address |  | | | | | | | | | |
| Telephone |  | | | | | Mobile | |  | | |
| Address and post code |  | | | | | | | | | |
| How would you like us to contact you (email, telephone, post)? | | | |  | | | | | | |
| Where did you see this job advertised? | | | |  | | | | | | |
| Are you a UK/Irish or EU citizen? | YES  NO | | | If not, do you have a permit to work in the UK? | | | | YES  NO | | |
| For this job, you will need to have the right to work in the UK or have a valid UK work permit. If you are not a UK, Irish or EU citizen, you will be asked for documentation to support your right to work in N. Ireland | | | | | | | | | | |
| **PART 2** | | | | | | | | | | |
| Do you consider yourself to have a disability relevant to the position applied for?  If so, please give details. | YES  NO | | | If selected for interview, do you have any particular needs to enable you to attend? | | | | |  | |
| **PART 3** | | | | | | | | | | |
| Are you currently employed: | YES  NO | | | If so, what is your notice period that you must give your employer if leaving? | | | | |  | |
| Do you hold a clear driving license? | YES  NO | | | With access to a car for purposes of work? | | | | |  | |
| **PART 4** | | | | | | | | | | |
| Were you imprisoned/sentenced as a result of the conflict before the 1998 Good Friday Agreement? | | YES  NO | | | If **YES** go to **PART 6** | | | | |  |
| **PART 5** | | | | | | | | | | |
| Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? | | YES  NO | | | If so, please give details:  Date/Offence/Penalty. | | | | |  |
| Are there any cases pending against you? | | YES  NO | | |  | | | | |  |
| Is there any other reason why you cannot work in regulated activity? | |  | | | | | | | | |
| **PART 6** | | | | | | | | | | |
| Should your application for this post be unsuccessful, do you wish your application be held and considered for other positions available? | | | | |  | | | | | |
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| **SIGNIFICANT DATES**  Earliest date I could commence work:  Dates not available for interview:  Existing holiday bookings:  No of days sickness absence during past two years: | | | | | | | | | | |
| **PART 7** | | | | | | | | | | |
| **1.2 – REFEREES**  Please give the names of two people who can be contacted to give references for you (e. g. line manager, tutor). References will only be sought if an offer of employment has been made. | | | | | | | | | | |
|  | | | Referee 1 | | | | Referee 2 | | | |
| **Name** | | |  | | | |  | | | |
| **Relationship to applicant** | | |  | | | |  | | | |
| **Company** | | |  | | | |  | | | |
| **Job Title** | | |  | | | |  | | | |
| **Address** | | |  | | | |  | | | |
| **Telephone** | | |  | | | |  | | | |
| **Email** | | |  | | | |  | | | |

**PART 8**

**2.0 EDUCATION / SCHOOL QUALIFICATIONS**

(full time education /vocational training between 10/11 years of age and 18/19 years of age) courses taken and successfully completed.

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| --- | --- | --- | --- |
| **Subject studied** | **Duration of study** | **Examination Results / Certification** | **Date of qualification** |
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**PART 9**

**HIGHER EDUCATION-** This applies to attendance & qualifications from University or other third level College

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| --- | --- | --- | --- | --- | --- |
| **Level – Degree/Diploma/ Certificate etc. studied** | **Dates**  **From To** | | **Subject** | **Qualification obtained** | **Year Obtained** |
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**Give details of any short courses or training attended within the last 3 years**

**PART 10**

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| --- | --- | --- | --- | --- |
| **Course Title** | **Content/ Purpose** | **Duration (hours)** | **Accreditation level** | **Accreditation achieved** |
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**PART 11**

**3.0 EMPLOYMENT HISTORY:** *Start with your current or most recent employment, and work backwards through your career. Please state month and year for employment e.g. (01/12/06 – 01/02/07). Also include any significant periods of unpaid work / volunteering you have undertaken*

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| **Dates**  ***From To*** | | **Employer and**  **Location of Job** | **Position** | **Salary** | **Reason for Leaving** |
| **DD/MM/YY** | **DD/MM/YY** |  |  |  |  |
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**PART 12**

**4.0 ESSENTIAL CRITERIA: Please look carefully at all of the information included in the Job Descriptions and Personal specification and evidence clearly how you meet the criteria.**

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| **1. Essential -** Qualifications, knowledge and & experience  Please use this space to detail how you meet the essential criteria in the job description. |
|  |
| Please use this space to provide details on how you meet the skills required for this post as detailed in the job description. |
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| **PART 13** |
| **Desirable Criteria**  If applicable, please use this space to provide details on how you meet the desirable criteria |
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**NOTES:**

**Access NI Checks** - If your application is successful and you are offered employment with us you will be asked to consent to an Enhanced Disclosure check (AccessNI). This is to ensure we safeguard children, young people and vulnerable adults with whom we work. You do not have to consent to these checks being carried out but, if consent is withheld, TAR ISTEACH have the right to withdraw the offer of employment.

**Data Protection Statement** - The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties’ information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form, you are agreeing to the processing of sensitive personal data in accordance with our registration with the Data Protection Commissioner.

**DECLARATION**I declare that, to the best of my knowledge, the information given in my application is correct. I understand that providing misleading or false information will disqualify me from appointment or, if appointed, may result in my dismissal.

By completing this form, I understand that I give my consent under the Data Protection Act 2003 for this information to be processed in accordance with TAR ISTEACH policy for the purpose stated above.

I have completed this form myself. To the best of my knowledge the information given is correct. I understand that providing misleading or false information will disqualify me from selection or if appointed, may, on discovery, result in my immediate dismissal.

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| Signed |  | Date |  |

Completed applications should be returned by the closing date of, **2pm, Friday 8th of Sept 2023** either by email to info@taristeach.org or in hard copy to the Tar Isteach office at the address above. If you submit an electronic application, please ensure to also send hard copy with signature by **2pm, Friday 8th of Sept 2023**. Please note that late applications will not be considered.

**Place this form in a separate envelope and mark: EO Monitoring Form.**

**EQUAL OPPORTUNITIES FORM**  
TAR ISTEACH is fully committed to the active promotion of equality and diversity in its employment practices, in the work that it undertakes and in the provision of all its services. TAR ISTEACH treats all employees, service users and the people with whom we engage fairly, irrespective of their age, gender, sexual orientation, ethnicity, faith, disability or impairment, including HIV status and mental health.

TAR ISTEACH needs to record these details which will only be used to fulfil our equal opportunities obligations and as a guide to developing inclusive recruitment strategies. The information contained in this form is completely confidential.

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| Job Title of post applied for |  |

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| Your age range (please tick box) | | | | | | | | | | | | | | | | |
| 16 – 21 | | 22 – 30 | 31 – 40 | | | | 41 – 50 | | | | 51 – 60 | | 61 – 65 | | 65+ | Not stated | |
|  | |  |  | | | |  | | | |  | |  | |  |  | |
| Gender | | | | Male  Female | | | | | |
| How do you identify your ethnic group? Please tick the most suitable box or complete the section below | | | | | | | | | | | | | | | | |
| White | |  | Black other | | | |  | | | | Bangladeshi | |  | | Caribbean |  | |
| Irish Traveller | |  | White other | | | |  | | | | African | |  | | Other European |  | |
| Chinese | |  | Pakistani | | | |  | | | | Indian | |  | | Other (state) |  | |
| Do you consider yourself to have a disability? | | | | | | | | | | YES  NO  PREFER NOT TO DISCLOSE INFORMATION | | | | | | |
| If ‘YES’ Please state, the nature of the disability. | | | | | | | | | |  | | | | | | |
| If you are a UK/ Irish citizen habitually resident in N. Ireland Please state your community background | | | | | | | | | | | | | | | | |
| Protestant/ Unionist |  | | | | | | | | | | Catholic/ Nationalist | | |  | | |
| Are you a person with / without dependents (either children or adults) ? | | | | | | | | | | | | | | | | |
| With dependents |  | | | | | | | | | | Without dependents | | |  | | |
| If you wish, you may disclose information about yourself in this section about your religion and sexual orientation. | | | | | | | | | | | | | | | | |
| Religion |  | | | | | | | | | | Sexual Orientation | | |  | | |
| Date form completed | | | |  |  |  | |  |  |  | |

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| Address | Monitoring Officer, Tar Isteach, 244 Antrim Road, Belfast, BT15 2AR |
| Email | info@taristeach.org |

**PLEASE RETURN YOUR COMPLETED FORMS TO:**