

**Application Form**

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| Position Applied for: | Finance Manager Belfast |
| Reference: | FMSEPT24 |
| *Office Use Only*  Candidate Reference |  |

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| **How did you learn of this job opportunity?** | | | | |
| Community NI | Indeed | Active Link | Include Youth social media | From a friend/teacher |
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**Information for Candidates – Please read before completing application form.**

Please complete all sections of this form in full.

Applicants are not permitted to alter the format or content of the application form in any way.

Applicants must ensure that all information is provided within this form. **CV’s will not be accepted.**

This application form should be used to highlight relevant and appropriate experience, in accordance with the required competencies and essential & desirable criteria outlined in the Job Description.

***Please submit your completed application form and Equality Monitoring Form to Jackie@includeyouth.org***

Applications must be submitted by **noon on Wednesday 2nd October 2024.**

Failure to comply with the above instructions may render your application form invalid.

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| 1. **APPLICANT DETAILS** | | | | |
| **Surname:** |  | **Forename(s):** | |  |
| **Home Address:** |  | | | |
| **Postcode:** |  | | **Email:** |  |
| **Home Number:** |  | | **Mobile Number:** |  |
| **National Insurance Number:** | |  | | |
| **Reasonable Adjustments**  Please provide details of any special arrangements/adjustments in relation to either communications or access requirements if invited to interview. | |  | | |
| **Driving Licence**  Are you able to drive / access to transport as role will require travel? | |  | | |
| This criterion may be wavered if a disability prohibits driving. In this case you must have access to a form of transport which allows you to fulfil the requirements of the job in full. If appropriate, please indicate how you would meet this requirement. | | | | |
| **Right to work in the UK**  Do you need a work permit to work in the UK?  As required under legislation, we will require you to present documentary evidence to confirm your right to work in the UK, *e.g.Your Passport or other Official Documentation confirming your National Insurance Number and your Full Birth Certificate or any other eligible documentation.* | |  | | |

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| 1. **APPLICANT EDUCATION / QUALIFICATIONS** |

**Please use this section to provide details of your education history, any qualifications attained, membership of any relevant professional bodies, and any additional training which you feel is relevant to support your application. Please note that proof of qualifications and/or membership of professional bodies may need to be produced.**

**Relevant secondary/further education - GCSE, O-Level, A-Level, NVQ, Secretarial or equivalent**

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| **Subject** | **Examining Body** | **Level Attained** | **Grade** | **Year** |
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**Relevant third level education and above (if applicable)**

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| **Degree/Diploma/Certificate** | **Result** | **Date Obtained** |
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**Relevant membership of professional bodies** (and courses attended)

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| **Date To/From** | | **Details** | **Grade of Membership** |
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| **3. APPLICANT EMPLOYMENT HISTORY – CURRENT** |
| **Current Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

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| **Name of Current Employer** | |  | | |
| **Employment Date** | **From** |  | **To** |  |
| **Address of Current Employer** | |  | | |
| **Current Position / Job Title** | |  | | |
| **Notice Period** | |  | | |
| **Salary and Benefits on leaving post** | |  | | |
| **Reason for Leaving** | |  | | |
| **Key Duties and Responsibilities:** Please use this to also note any additional Information (any other relevant information you feel may be relevant): | | | | |
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| **4. APPLICANT EMPLOYMENT HISTORY- PREVIOUS** |
| **Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

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| **Name of Employer** | |  | | |
| **Employment Date** | **From** |  | **To** |  |
| **Address of Current Employer** | | **Postcode** | | |
| **Position / Job Title** | |  | | |
| **Salary and Benefits on leaving post** | |  | | |
| **Reason for Leaving** | |  | | |
| **Key Duties and Responsibilities:** Please use this to also note any additional Information (any other relevant information you feel may be relevant): | | | | |
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| --- | --- | --- | --- | --- |
| **Name of Employer** | |  | | |
| **Employment Date** | **From** |  | **To** |  |
| **Address of Current Employer** | | **Postcode** | | |
| **Position / Job Title** | |  | | |
| **Salary and Benefits on leaving post** | |  | | |
| **Reason for Leaving** | |  | | |
| **Key Duties and Responsibilities:** Please use this to also note any additional Information (any other relevant information you feel may be relevant): | | | | |
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| **5. INFORMATION IN SUPPORT OF YOUR APPLICATION** |
| **Referring to the Job Description and Personal Specification, please tell us why you have applied for this position, your qualifications and experience which is relevant to the role and what you could bring to the role to add value to Include Youth.** |

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| **6. OTHER INFORMATION** |

**Disability Discrimination Act**

**A person has a disability if he or she has “a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.” *(Disability Discrimination Act 1995)***

**Do you, in accordance with the above, have a disability?**

**Yes**

**No**

**Do you require any reasonable adjustments to be made to support and assist you if called for interview?**

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**Disciplinary or grievance procedures, complaints and criminal offences.**

**Have you been the subject of either a disciplinary or grievance procedures in any of your previous employment? Please Tick**

**Yes**

**No**

**If yes, please give details including outcome(s)**

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**Have you been the subject to a complaint made by a service user, member of the public or colleague? Please Tick**

**Yes**

**No**

**If yes, please give details including outcome(s)**

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Given the nature of the job for which you are applying, do you have any convictions that are not “protected” as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979 (as amended) Include Youth only ask about convictions which are defined as “not protected” for the purposes of obtaining a Standard or Enhanced disclosure.

All conditional offers are subject to a satisfactory personal declaration and all regulated posts must also have a satisfactory Enhanced Disclosure Check including a Barred list check. Include Youth is committed to the equality of opportunity for all applicants, including those with criminal convictions. We will undertake to ensure an open, measured and recorded discussion on the subject of any offences or other matters that might be considered relevant for the position concerned. If required this will be conducted following the selection process. Whilst the disclosure of information will not automatically prevent an individual from obtaining employment, it is essential that all convictions (other than protected convictions) are disclosed to allow Include Youth to adequately consider their relevance to the post in question. Include Youth considers failure by applicants to declare complete and accurate information about convictions to be a serious breach of trust. Please tick 'Yes' to confirm that you accept and understand the above.

**Yes**

In accordance with the Safeguarding Vulnerable Groups (NI) Order 2007, it is an offence for anyone who is barred from working with Children and/or Vulnerable Adults to seek work in a post involving “regulated activity" in an area from which they are barred. Please tick 'Yes' below to confirm that you accept and understand this requirement.

**Yes**

**A copy of the AccessNI Code of Practice, Recruitment of Ex-Offenders Policy, Security of Disclosure Information Policy can be obtained from our website**

<https://includeyouth.org/all-about-us/governance/>

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| **7. REFEREES** | | |
| Please state the names and addresses of two referees of whom confidential enquiries will be made as to your skills, experience and work performance. (Both should be familiar with your work, and at least one should be your present or most recent employer. Neither referee should be a relative.) | | |
|  | **Referee 1** | **Referee 2** |
| **Name:** |  |  |
| **Relationship to you:** |  |  |
| **Position held:** |  |  |
| **Company Name and Address *(including postcode)*** |  |  |
| **Telephone No:** |  |  |
| **Email Address:** |  |  |
| **8. DATA PROTECTION AND DECLARATION** | | |

I understand that the data contained in this application form and the “sensitive personal data” on the monitoring form will be retained on file and may be processed by Include Youth for use in connection with this application for employment, any subsequent employment with Include Youth, or to comply with any requirement of statutory legislation in order for Include Youth to comply with its legal obligations, and I hereby agree to any such processing by Include Youth. Include Youth agrees to ensure that I am safeguarded against the possible misuse of any personal information about me that is kept on file by strictly controlling access and use. Such access and use will be in compliance with the Data Protection legislation and will be on a “need to know” basis only.

**Declaration**

I confirm that, to the best of my knowledge and belief, the information I have provided is true and complete. I understand that my application, any job offer made, and any subsequent employment with Include Youth may be withdrawn if I withhold relevant details or give false information.

I agree that, should I be successful in this application, I will consent to an application for disclosure of criminal convictions, if it is required for the role.

I understand that my application, any job offer made, and any subsequent employment with Include Youth may be withdrawn in the event of unsatisfactory references and/or Access NI background checks.

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| **Signed:** |  |
| **Print Name:** |  |
| **Date:** |  |

***CANVASSING WILL DISQUALIFY***

***INCLUDE YOUTH IS AN EQUAL OPPORTUNITIES EMPLOYER***

***We therefore welcome applications from all sections of the community***

***PLEASE NOTE APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED***