# PARENTING FOCUS

## Head Office

## First Floor, Unit 3, Hawthorn Office Park, 39a Stockman’s Way, Belfast, BT9 7ET TEL: (028) 9031 0891

### STAFF APPLICATION FORM

## Application forms must be typed and well presented.

*The quality of presentation of your application form will be taken into account during shortlisting*

|  |  |
| --- | --- |
| Position applied for | **Communications and Administration Support Officer** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname Mr/Mrs/Miss/Ms | | First Name(s) | | | Maiden Name |
| Address (where normally contactable) | | | | | |
| Post Code | Tel no (private) | | Tel No (work) | Tel No (mobile) | |
| Email address | | | | | |

**FOR OFFICE USE ONLY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Shortlisted** | | **Yes / No** | | | | |
| **Date of preliminary interview** | |  | | | | |
| **Interviewed by** | |  | | | | |
| **Date of second interview** | |  | | | | |
| **Position offered** |  | **Letter sent** | |  | | |
| **Position refused** |  | **Letter sent** | |  | | |
| **First reference taken up?** |  | **Received?** | |  | | |
| **Second reference taken up?** |  | **Received?** | |  | | |
| **Letter of confirmation received?** | |  | | | | |
| **Starting date** | |  | | | | |
| **Salary** |  | **Scale** |  | | **Hours** |  |

## EDUCATIONAL QUALIFICATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Level of Qualification eg GCSE, A Level, Diploma, Degree | Subject | Grade |
|  |  |  |  |

## VOCATIONAL / PROFESSIONAL QUALIFICATIONS

|  |  |  |
| --- | --- | --- |
| Date | Qualification eg NVQ | Level achieved |
|  |  |  |

## EMPLOYMENT HISTORY

Start with your present appointment (or most recent, if none held at present) and work BACKWARDS through your career.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates | | Employer and Location of job | Position and main responsibilities | Salary | Reason for leaving |
| From  Date/Month/Year | To  Date/Month/Year |
|  | |  |  |  |  |

State the qualification(s) you have to meet the criteria of Level 2 qualifications – at least 3 GCSEs grades A\* - C or equivalent including English Language and Maths

|  |
| --- |
| Qualification(s) |

What experience can you set against the criteria of high proficiency in the use of Microsoft Office applications (Word, Excel, Access, PowerPoint, Outlook)

|  |
| --- |
| 250 words |

What experience can you set against the criteria of using a range of social media channels (in a personal or professional capacity)

|  |
| --- |
| 250 words |

**IN THIS SPACE BELOW GIVE ANY ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION.**

|  |
| --- |
|  |

Please give the names and addresses of two persons whom we may contact for references. One should be your present employer, or most recent if unemployed. References will be taken up following interview for the successful candidate.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address | Tel No | Occupation |
|  | Email Address |  |  |
|  | Email Address |  |  |

How soon would you be able to take up your appointment? ……………………………………………

Under Disability Discrimination legislation, are there any reasonable adjustments that need to be made if you are shortlisted for interview?

|  |
| --- |
|  |

Please tick this box to certify that all particulars are true and correct, and that you understand that any offer of employment with PARENTING FOCUS is subject to receipt of satisfactory references.

**This form should be returned via email only to:** [**info@parentingfocus.org**](mailto:info@parentingfocus.org)

**By 10.00am on Monday 7th October 2024**

LATE APPLICATIONS **WILL NOT** BE CONSIDERED

**All information on this form will be treated as confidential**

**CONFIDENTIAL**

**Criminal Record Declaration**

**(Exempt Positions)**

This form must be completed by all applicants. The information disclosed on this form will not be kept with your application form during the application process. Any information given will be treated in the strictest confidence.

**Policy statement on recruiting applicants with criminal records**

Parenting Focus complies fully with the Code of Practice, issued by the Department of Justice, in connection with the use of information provided to registered persons, their nominees and other recipients of information by AccessNI under Part V of the Police Act 1997, for the purposes of assessing Applicant’s suitability for employment purposes, voluntary positions, licensing and other relevant purposes. We undertake to treat all applicants for positions fairly and not to discriminate unfairly or unlawfully against the subject of a Disclosure on the basis of conviction or other information revealed.

The post you have applied for is excepted from the Rehabilitation of Offenders (NI) Order 1978 under the Rehabilitation of Offenders (Exceptions) (NI) Order 1979 (as amended in 2014). You are therefore required to declare any convictions, cautions, reprimands and final warnings including spent convictions. Parenting Focus’s Policy on the Recruitment of Ex Offenders is available on request.

# HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH PARENTING FOCUS. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES OR OTHER INFORMATION CONTAINED ON A DISCLOSURE CERTIFICATE OR PROVIDED DIRECTLY TO US BY THE POLICE.

It is important that applicants understand that failure to disclose all convictions, cautions, reprimands or final warnings could result in disciplinary proceedings or dismissal.

**Criminal record declaration**

Do you have any convictions, cautions, reprimands or final warnings which are not ‘protected’ as defined by the Rehabilitation of Offenders (Exceptions) (NI) Order 1979 (as amended in 2014)?

* Yes
* No

If yes, please state below the nature and date(s) of the offence(s).

|  |
| --- |
|  |

I declare that the information provided on this form is correct and that I am not barred from regulated activity. (It is a criminal offence for a barred person to seek or undertake work from which they are barred.) I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Parenting Focus.

Name …………………………………………………………….

Date ………………………………