## A black text on a white background  Description automatically generated

Dear Applicant

**Re: Childcare Assistant (Maternity Cover)**

To help you with your application, you should read the following before completing your form.

We do not accept Curricula Vitae (CV’s). It is, therefore, important that you fully complete each section of our application form, giving the information requested.

LATE APPLICATIONS WILL NOT BE ACCEPTED EVEN IF DELAYED DUE TO TECHNICAL REASONS.

It is the responsibility of each candidate to ensure that all such information is provided. Candidates who fail to provide sufficient information on which a panel might determine their eligibility for the post will not be shortlisted.

You should complete the application form in black ink or in typescript.

We have an equal opportunity policy and endeavour to ensure that selection for jobs, training and promotion is carried out fairly and based on job related criteria. In order for us to properly assess your application, it is important that you complete the form as fully as possible, demonstrating how your skills/experience relate to those described in the advert and Person Specification. The panel may enhance the criteria in order to facilitate short-listing of the post. The panel will shortlist only on the basis of the information provided on your application form.

We also need to monitor the effectiveness of our policy. I would therefore ask you to complete the enclosed monitoring form and return with your completed application form.

**The Equal Opportunities Monitoring form is regarded as part of your application and failure to complete and return it will result in disqualification.**

The **closing date** for receipt of application forms is Friday 8th November **@** 2.00pmand applications received after this date will not be considered. If you have not been contacted further in writing on or before Tuesday 12th November you will not have been short-listed for interview.

If you have any disability which prevents you from completing the application process, please contact me to discuss what further assistance you require.

The successful candidate will be required to provide proof of essential qualifications and also provide documentary evidence of their eligibility to work in the United Kingdom. We are also committed to adhering to the Access NI Code of Practice in relation to requesting disclosure checks where appropriate and processing information in accordance with the code. LORAG has policies on the Recruitment of Ex-Offenders and Handling of Disclosure Documentation and they are available upon request. I would like to thank you for the interest you have shown in this post and I look forward to receiving your application form.

**APPLICATION FOR EMPLOYMENT PRIVATE AND CONFIDENTIAL**

|  |  |  |  |
| --- | --- | --- | --- |
| Position Applied for |  | **Ref**  |  |

|  |
| --- |
| **Please complete ALL sections of the application form in BLOCK LETTERS using black ink.** |

|  |
| --- |
| Personal details |

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |       | **First Name:** |       |

|  |  |
| --- | --- |
| Address: |       |
|  |       |
|  |       |

|  |  |
| --- | --- |
| Postcode: |       |
| Email: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **Home Telephone No.**  |       | **Daytime Contact No.** |       |

|  |  |
| --- | --- |
| **National Insurance Number:** |       |

|  |  |
| --- | --- |
| **Details of any Holiday Arrangements** |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Driving Licence** Do you hold a full, clean driving licence valid in the UK? | Yes | [ ]  | No | [ ]  |

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

would meet this requirement.

|  |
| --- |
| **2. Education/Qualifications** |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | **Examining Body** | **Level Attained** | **Grade** | **Year** |
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 **Relevant third level education and above**

|  |  |  |
| --- | --- | --- |
| **Degree/Diploma/Certificate** | **Result** | **Date Obtained** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Relevant membership of professional bodies** (and courses attended)

|  |  |  |
| --- | --- | --- |
| **Date To/From** | **Details** | **Grade of Membership** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
|  **4. Employment History** |
| **Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

**Current or most recent employer**

|  |  |
| --- | --- |
| Name of Employer: |       |

|  |  |
| --- | --- |
| Address: |       |
| **Postcode:** |       |

|  |  |
| --- | --- |
| Position Held: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |       | Leaving Date: |       |
| Reason for Leaving: |       | **Notice Period** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on leaving this post: |       | Contact Name of Line Manager for reference: |       |

|  |
| --- |
| **Brief description of duties:** |
|       |
|  |

|  |
| --- |
|  **4. Employment History** |
| **Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |       |

|  |  |
| --- | --- |
| Address: |       |
| **Postcode:** |       |

|  |  |
| --- | --- |
| Position Held: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |       | Leaving Date: |       |
| Reason for Leaving: |       | **Notice Period** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on leaving this post: |       | Contact Name of Line Manager for reference |       |

|  |
| --- |
| **Brief description of duties:** |
|       |
|  |

|  |
| --- |
|  **4. Employment History** |
| **Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |       |

|  |  |
| --- | --- |
| Address: |       |
| **Postcode:** |       |

|  |  |
| --- | --- |
| Position Held: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |       | Leaving Date: |       |
| Reason for Leaving: |       | **Notice Period** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on leaving this post: |       | Contact Name of Line Manager for reference |  |

|  |
| --- |
| **Brief description of duties:** |
|       |
|  |

Continue on separate sheet if necessary

 **Other relevant Work experience**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer** | **Job Title** | **From** | **To** | **Brief Description of Duties** | **Reason for leaving** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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**Gaps in Employment**

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Reason for Gap** |
|  |  |  |
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|  **5. Information in support of your application** |
| **Skills, abilities and experience**Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities.  |
| **Essential Criteria**  |
| **Criteria one** |
| **Criteria Two** |
| **Criteria Three** |
| **Criteria Four** |
| **Criteria Five** |
| **Desirable Criteria** |
|   |
| Continue on a separate sheet if necessary |

**FOR OFFICE USE ONLY**

This page to be removed before shortlisting

## 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)

|  |
| --- |
|  |

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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**Do you have any convictions that are not “protected” as defined by the Rehabilitation of Offenders (Northern Ireland) Order 1978, as amended in 2014? Failure to disclose such information could result in termination of this role. It should be noted that convictions for offences do not necessarily debar an applicant from obtaining employment. Please tick**

|  |  |
| --- | --- |
| Yes | No |

If yes, please give details

|  |
| --- |
|   |

Is there any reason that you cannot work in regulated activity? Please Tick

|  |  |
| --- | --- |
| Yes | No |

If yes, please give details

|  |
| --- |
|   |

## Medical History - please give details of all periods of sickness over the past 3 years

How would you describe your health? Please tick

|  |  |  |  |
| --- | --- | --- | --- |
| Excellent | Good | Fair | Poor |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Date To/From** | **Nature of sickness** | **Number of days** |
|  |  |  |  |
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Do you suffer from any disabilities, illness or injury that might affect your performance of the tasks associated with this position?

|  |  |
| --- | --- |
| Yes | No |

 If yes, please give details (note Equal Employment Opportunities Guidelines apply to the consideration of this post)

|  |
| --- |
|  |

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| --- |
|  **8. References** |

Please give the names and addresses of two persons who have agreed to act as referees. Your 1st referee must be someone from your current or most recent employer who has a management position or line managementresponsibilities.(References may be taken up without further notice).

|  |  |
| --- | --- |
| **1st Referee**  | **2nd Referee** |
| **Name** |       | **Name** |       |
| **Address** |       | **Address** |       |
| **Occupation** |       | **Occupation** |       |
| **Telephone** |       | **Telephone** |       |
| **Email** |       | **Email**  |       |

|  |
| --- |
|  **9. Declaration** |

|  |
| --- |
| I declare that all the foregoing statements are true, complete and accurate.I understand that if I give wrong information or leave out important information I could be dismissed if I take up this job.I understand that to take up this job I must have satisfactory references, health assessment and ACCESS NI check (if applicable).I understand that I may be asked to show some formal identification and evidence of qualifications if required.I confirm that as far as I know there are no medical reasons which would stop me from carrying out the duties of this job.I agree to you making any necessary enquiries during the recruitment and selection process I understand that canvassing will disqualify me from the selection process for this job. |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | **Date:** |       |
|  |

This form should be returned to:

LORAG

Shaftesbury Community and Recreation Centre

97 Balfour Avenue

Belfast

BT7 2EW

Email: info@lorag.org

**No Later than**: 12th April 2024, 2.00pm

**Equal Opportunities Monitoring Form**

**Confidential**

**Reference no:**

**Monitoring Questionnaire**

**Guidance Notes:**

LORAG are an Equal Opportunities Employer. We aim to provide equality of opportunity to all persons regardless of their religious belief; political opinion; sex; race; age; sexual orientation; or, whether they are married or are in a civil partnership; or, whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment.

We do not discriminate against our job applicants or employees on any of the grounds listed above. We aim to select the best person for the job and all recruitment decisions will be made objectively.

In this questionnaire we will ask you to provide us with some personal information about yourself. We are doing this for two reasons.

Firstly, we are doing this to demonstrate our commitment to promoting equality of opportunity in employment. The information that you provide us will assist us to measure the effectiveness of our equal opportunity policies and to develop affirmative or positive action policies.

Secondly, we also monitor the *community background* and *sex* of our job applicants and employees in order to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998*.

**You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so.**

Nevertheless, we encourage you to answer the questions below. Your identity will be kept anonymous and your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any unlawful decisions affecting you, whether in a recruitment exercise or during the course of any employment with us. To protect your privacy, you should not write your name on this questionnaire. The form will carry a unique identification number and only our Monitoring Officer will be able to match this to your name.

**Community Background:**

Regardless of whether they actually practice a particular religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

**Please indicate the community to which you belong by ticking the appropriate box below:**

I am a member of the Protestant community: 

 I am a member of the Roman Catholic community: 

 I am not a member of either the Protestant or the

 Roman Catholic communities: 

*If you do not answer the above question, or if you tick the “not a member of either” box, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.*

**Sex:**

**Please indicate your sex by ticking the appropriate box below:**

 Male: 

 Female: 

***Note: If you answer these questions about community background and sex you are obliged to do so truthfully, as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.***

**Age:**

**Please state your date of birth:**

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Racial Group:**

**Please state your country of birth:**

My country of birth is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please state your nationality:**

My nationality is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please indicate which of the following applies to you:**

White  Chinese 

Irish Traveller  Indian 

Pakistani  Bangladeshi 

Black Caribbean  Black African 

Black Other 

Mixed ethnic group (please state which): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any other ethnic group (please state which): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disability:**

Under the *Disability Discrimination Act 1995* you are deemed to be a disabled person if you have cancer, multiple sclerosis or HIV infection.

Also, you are deemed to be a disabled person if you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

**Do you consider that you are a disabled person?**

Yes:  No: 

**If you answered “yes”, please indicate the nature of your impairment by ticking the appropriate box or boxes below:**

**Physical impairment**, such as difficulty using

your arms, or mobility issues requiring you to use

a wheelchair or crutches:

**Sensory impairment**, such as being blind or

having a serious visual impairment, or being deaf

or having a serious hearing impairment:

**Mental health condition**, such as depression

or schizophrenia:

**Learning disability or difficulty**, such as

Down’s Syndrome or dyslexia, or **Cognitive impairment**,

such as autistic spectrum disorder:

**Long-standing or progressive illness or health condition**,

such as cancer, HIV infection, diabetes, epilepsy or

chronic heart disease:

**Other** (please specify):

………………………………………………………………………

……………………………………………………………………….

**Marital Status / Civil Partnership Status:**

**Please indicate whether you are married or in a civil partnership by ticking the appropriate box below:**

Are you married or in a civil partnership?

Yes:  No: 

**Dependants / Caring Responsibilities**:

Do you have dependants, or caring responsibilities for family members or other persons?

Yes:  No: 

**If you answered “yes”, are your dependants or the people your look after?**

(Please tick the appropriate box or boxes):

A child or children: 

A disabled person or persons: 

An elderly person or persons: 

Other: 

If “Other”, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRIVACY NOTICE FOR JOB APPLICANTS**

1. **Introduction**

LORAG is a “data controller”. This means that we are required under data protection legislation to notify you of how we will collect and process your personal data relating to job applicants as part of our recruitment process. This notice will explain how we collect your personal data, its use, storage, transfer and security. We will also explain what rights you have in relation to how we process your personal data. It is important that you read this notice, together with any other privacy notice we may provide during your employment. so that you are aware of how and why we are processing your personal data. We may update this notice at any time.

1. **Data Controller obligations**

We are required by law to ensure that when processing any of your personal data that it is:

* Used lawfully, fairly and in a transparent way.
* Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
* Relevant to the purposes we have told you about and limited only to those purposes.
* Accurate and kept up to date.
* Kept in a form which permits you to be identified for only as long as necessary for the purposes we have told you about.
* Kept securely.
1. **Information we collect about you**
2. Your name, salutation, addresses, contact numbers, and personal email addresses.
3. Date of birth.
4. Gender and religious background.
5. Identification documentation -Copy of driving licence, passport etc
6. Documentation relating to your right to work in the UK
7. Copies of right to work documentation
8. References and other information included in or cover letter or as part of the application process.
9. Records of your previous employment (including job titles, work history, working hours, training records and professional memberships and salary details)
10. Information from interviews you may have
11. **Collection of Data**

We may collect this information in a variety of ways. For example, data might be contained in application forms (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews or other methods of assessment or an employment agency.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made to you.

Personal Data is kept in personnel files or within LORAG HR and IT systems.

1. **Usage of your personal data**

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. To process your application and to help us decide whether to make an offer of employment to you.

2. Where we need to comply with a legal obligation.

3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

1. **Purpose for using your personal data**

We may process your data for the following purposes:

• Making a decision about your recruitment or appointment.

 • AccessNI checks.

• Determining the terms on which you work for us.

• Checking you are legally entitled to work in the UK.

• To prevent and detect fraud.

• Equality and diversity monitoring.

**How we process “special categories” of more sensitive personal information**

We may also collect, store and use the following “special categories” of more sensitive personal information:

• Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.

• Trade union membership (only where you have mentioned this in your application e.g. where you list being a union representative in “positions of responsibility”).

• Information about your health, including any medical condition, health and sickness including pre-employment screening.

• Information about criminal convictions and offences.

We only collect criminal conviction data where it is appropriate given the nature and where the law permits us. This data will usually be collected at the recruitment stage, however, may be also collected during employment should you be successful in obtaining employment.

These “special categories” of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. Our data protection policy contains details of the safeguards which we are required by law to maintain when processing such data.

We may process special categories of personal information in the following circumstances:

Where we need to carry out our legal obligations or exercise rights in connection your application. For example, we will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits

**If you do not provide your data to us**

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst, you are under no obligation to provide us with your data, we may not be able to process, or continue with your application

1. **New purpose for using personal data?**

We will only use your personal data for the stated purposes, unless we consider that there is a need to use it for another reason and that reason is compatible with the original purpose. However, if we consider that it is necessary and reasonable to use your personal data for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

There may be circumstances where we have to process your personal data without your knowledge or consent, where this is required by law and in compliance with the above rules.

1. **Automated decision making**

It is our intention that you will not be subject to automated decision making which will have a significant impact on you, unless we have a lawful reason for doing so and we have notified you.

1. **Third party service providers and data security**

Third party service providers are only permitted to process your personal data in accordance with our specified instructions. They are also required to take appropriate measures to protect your privacy and personal information. We do not allow your information to be used by the third parties for its own purposes and business activities.

1. **International transfer outside of the European Economic Area (EEA)**

We may transfer personal information outside the EU. If we do, you can expect the information to be held and used in a way that is consistent with and which respects the EU and UK Laws on Data Protection

1. **Data Retention**

We will retain your personal data for as long as necessary to fulfil the purposes we collected it for. Our retention policy details the periods of retention for the different types of personal data. We are only allowed to keep your information if we need it for one of the reasons we describe above.

1. **Data Security**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

1. **Your Rights**

As a data subject you have the following rights:

1. The right to be informed
2. The right of access to make a subject access request – you can request a copy of the personal data we hold about you
3. The right to rectification – you can ask that we correct any personal data found inaccurate or out of date.
4. The right to erasure – you can ask that your personal data is erased
5. The right to restrict processing – tell us to stop using information about you to sell products or services
6. The right to data portability - provide you or someone else (on your request) in a structured, commonly used and machine-readable format with the information you have provided to us about yourself.
7. The right to object - you can tell us you longer would like us to process your data and to stop processing.
8. Rights in relation to automated decision making and profiling – request that we do not make decisions about you that allows computers to make decisions about you based solely on automated processing.

You have the right to complain about how we treat your Personal Data and Special Personal Data to [Information Commissioners Office](https://ico.org.uk/global/contact-us/) on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.

1. **Your duty to inform us of any changes**

In order that we can ensure that the personal data we hold in relation to you is accurate, it is important that you keep us informed of any changes to that data.

1. **Important information about this privacy notice**

We reserve the right to amend or update this privacy notice at any time. We will provide you with a new notice when we make any updates.

1. **How to make a complaint**

To exercise all relevant rights, queries or complaints please in the first instance contact our Data Protection Representative

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the

[Information Commissioners Office](https://ico.org.uk/global/contact-us/) on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.