# Logo Description automatically generated

The Bytes Project

300-302 Antrim Road, Glengormley

BT36 5EG

**Employment Application Form**

Application forms must be returned to: [applications@bytes.org](mailto:applications@bytes.org)

Please use email subject heading: Private and Confidential – Specialist Youth Worker

Closing date for receipt of application form: 06/12/2024 – 12 noon

Please complete this application form and return it on or before the closing date stated. Late applications will not be accepted. Only information provided on this application form will be considered by the panel.

Please complete all sections of this form using black print or typescript.

“A candidate found to have knowingly given false information or to have wilfully suppressed any material fact will be liable to disqualification, or if appointed, to dismissal.”

|  |  |  |  |
| --- | --- | --- | --- |
| **Post applied for:** | Specialist Youth Worker  North-West  North-East  Antrim & Newtownabbey | **Application Reference:** |  |
| **Hours:** | 16 | | |
| **Closing date/time** | 06/12/2024 – 12 noon | | |

**Personal Details:**

|  |  |
| --- | --- |
| **Surname:** | **Telephone Number (Mobile):** |
|  |  |
| **Forename(s):** | **Email Address:** |
|  |  |
| **Address and postcode:** | |

**Employment History**

Please give details of jobs that you have held, starting with your present or most recent employer and work backwards, in chronological order. Include in this section any breaks in employment history for example, caring responsibilities, travelling or returning to study, registered unemployment and temporary/voluntary employment. (Please continue on a separate sheet if required)

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates From/To** | **Employer’s Name and Address** | **Post held** | **Reasons for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| If you are currently employed what is the notice period? |  |

**Relevant Qualifications and/or Professional Membership**

Original proof of qualifications will be requested if recommended for appointment

(Please continue a separate sheet if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications** | **School/collage/university/registered body** | ***Grade*** | **Date Gained** |
|  |  |  |  |

**Suitability for this position**

Please detail below how you meet the essential criteria.

|  |
| --- |
| 1. **Qualifications (150 words max)** |
| A relevant qualification (Finance, Business) or qualification by experience |
| 1. **Experience (150 words max per subheading)** |
| Demonstrate a minimum of two years’ experience in a finance role. **(150 words max)** |
| 1. **Knowledge (100 words max)** |
| Demonstrable knowledge of the following: **(100 words max)**   * Financial regulations and compliance standards. * Data protection and confidentiality policies. * Proficiency in accounting software and MS Office. * Strong understanding of budgeting, payroll, and financial reporting.   Demonstrable working knowledge of information technology systems including Microsoft office packages. **(100 words max)** |
| 1. **Evidence of Skills (200 words max per subheading)** |
| How have you used digital tools or financial software to enhance accuracy and efficiency in your role? **(200 words max)**  Have you ever trained staff on finance or administrative procedures? **(200 words max)**    Can you describe a time when you developed or improved a financial process within your organisation? **(200 words max)**  Skills to manage several projects at the same time: **(200 words max)**  Excellent presentation/verbal communication skills: **(200 words max)**  Develop and maintain effective relationships with voluntary youth work providers and statutory agencies: **(200 words max)**  Ability to work under pressure to strict deadlines: **(200 words max)** |
| 1. **Innovation (250 words max)** |
| Demonstrable capacity for **one** of the following mindsets (Further information can be found in the JD) **(250 words max)**   * People who can **identify** opportunities * People who can **ignite** ideas: * People who can **investigate** ideas: * People who can **invest** in ideas: * People who can **implement** ideas: * People who can **improve** ideas: |
| 1. **Other** |
| 1. Can you Commit to the aims and values of Bytes, including the principles that drive the values and behaviours of staff in Bytes as outlined on page 4 of information pack?  |  |  | | --- | --- | | Yes | No |  1. A full current driving licence\* and access to a form of transport that will enable the postholder to meet the travel requirements of the Job   \*Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence   |  |  | | --- | --- | | Yes | No |  1. Have you the ability to work flexible hours and to travel throughout UK, Ireland, and occasionally abroad at times demanded by the job?  |  |  | | --- | --- | | Yes | No | |

I confirm that the information I have given is accurate and complete, as misleading or false statements will result in the withdrawal of the offer of employment, or if employed dismissal.

**Signed Date**