

### CONFIDENTIAL WHEN COMPLETE

**application form**

**Job Title: Service Co-ordinator**

**Job Reference:** **SC-11/24**

**Form Serial number: SC-11/24\_\_\_**

Closing date: **12/12/24 @ 4pm**

**Applicants name:**

**Completed form returned to:**

# Nigel Hampton, incredABLE

162 Portadown Road, Richhill, Co. Armagh BT61 9LJ

or

nigel.hampton@incredable.org.uk

**Application notes-**

Thank you for requesting an application form for the above vacancy. We will use this form to help decide your suitability for the job so please make sure that it is accurate and complete.

You should complete all sections in black ink or typeface to assist with photocopying the form.

Applicants should submit this form only; supplementary material such as CV’s will not be considered. Forms may be submitted electronically, and if called for interview you may be asked to sign a hard copy.

Please complete all sections of the form thoroughly, if a section is not relevant or does not apply to you please state on the form, e.g. “N/A” (not applicable).

You should use this form to highlight relevant and appropriate experience given the essential and desirable criteria outlined in the person specification.

You should write down clearly your personal involvement in any experience you quote. It is not enough to simply state that you possess the criteria, it must be fully demonstrated.

You should provide enough detail, including the appropriate dates needed to meet the eligibility criteria.

If you would like a copy of the form in large print, or in Word computer format please contact the person named on the accompanying details.

To be considered your completed application form must be returned no later than the closing date and time given with the application pack. Late applications will not be considered.

Please return the completed application form to: incredABLE, 162 Portadown Road, Richhill, Co. Armagh BT61 9LJ or [recruitment@incredable.org.uk](mailto:recruitment@incredable.org.uk)

If you would like a confirmation of receipt of application, please enclosed a self-addressed envelope or request a read receipt for applications submitted by email. incredABLE will not be held responsible for applications that fail to be delivered or received on time.

|  |  |  |  |
| --- | --- | --- | --- |
| Personal Details | | | |
| **Surname:** |  | **Previous surname:** |  |
| **Forenames:** |  | | |
| **Address:** |  | | |
| **Postcode:** |  | | |
| **Mobile No:** |  | | |
| **Home No:** |  | | |
| **Email address:** |  | | |
| **Date and place of birth** |  | | |
| **National Insurance No.** |  | | |
| **Previous Addresses:**  If you have not lived at your present address for the past five years, please state any previous address / addresses |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Interview dates | | | |
| For interview purposes please state any holiday arrangements: | | | |
| **From:** |  | **To:** |  |
| IncredABLE would like to point out that it is under no obligation to take account of your holiday arrangements but will endeavour to do so. | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Education, Training and Qualifications  Please give brief details of all training and other courses you have undertaken which are relevant to this post | | | |
| **Name of School/College/**  **University attended** | **From – To** | **Qualifications including grades** | **Date obtained** |
| 1. **Schools (after age 11)** | | | |
|  |  |  |  |
| 1. **Further or higher education (Full and Part-time)** | | | |
|  |  |  |  |
| 1. **Professional or other courses including training courses attended, NVQs etc** | | | |
|  |  |  |  |
| 1. **Current membership of professional organisations** | | | |
|  | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employment / Work Experience | | | | | |
| **Current Employer name and address** | |  | | | |
| **Position held** | |  | | | |
| **Present salary** | |  | | | |
| **Date started** | |  | | | |
| **Notice period** | |  | | | |
| **Duties and responsibilities** | |  | | | |
| Previous employment | | | | | |
| **Employer**  **(most recent first)** | **Position held and brief description of duties/responsibilities** | | **Dates**  **to – from** | **Reason for leaving** | |
|  |  | |  |  | |
| Voluntary service/community work  Please give details of any work you have undertaken on an unpaid voluntary basis: | | | | | |
|  | | | | | |
| Relevant experience to this post  Using the personnel specification, please demonstrate how your experience, skills, abilites, knowledge, qualities and/or qualifications match those required to be able to carry out the duties of this post. Please therefore address each criterion listed in the specification, drawing upon all of your experience, whether on a paid or voluntary basis.  \*E=Essential Criteria D=Desirable Criteria | | | | | |
| Qualifications | | | | | |
| Relevant qualification in Health and Social Care | | | | | **E** |
|  | | | | | |
| Relevant qualification to the role e.g. ILM | | | | | **D** |
|  | | | | | |
| Experience | | | | | |
| 1 years’ experience in working with marginalised groups in a health and social care environment or community and voluntary sector organisation | | | | | **E** |
|  | | | | | |
| Experience co-ordinating services for people with a learning/ intellectual disability and/or autism or equivalent | | | | | **D** |
|  | | | | | |
| Experience of developing risk assessments, recording and investigation incidents, accidents and near misses | | | | | **D** |
|  | | | | | |
| Skills, Knowledge and Abilities | | | | | |
| Good service orientation and time management skills | | | | | **E** |
|  | | | | | |
| Strong interpersonal and communication skills, with the ability to build effective relationships with service users and colleagues | | | | | **E** |
|  | | | | | |
| Ability to develop and maintain sound relationships with colleagues, clients and key individuals in external agencies | | | | | **E** |
|  | | | | | |
| Ability to plan and co-ordinate activities | | | | | **E** |
|  | | | | | |
| Demonstrated ability to work collaboratively in a team-oriented environment | | | | | **E** |
|  | | | | | |
| Competent IT skills with working knowledge of MS Office products | | | | | **E** |
|  | | | | | |
| Ability to manage and motivate staff to deliver excellent performance | | | | | **E** |
|  | | | | | |
| Requirements: Personal Qualities/Circumstances | | | | | |
| Ability to work flexible, unsociable hours including evenings, weekends and to travel throughout Northern Ireland at times demanded by the job. | | | | | **E** |
|  | | | | | |
| Committed to promoting equality of opportunity, particularly sensitive to the needs of people with disabilities | | | | | **E** |
|  | | | | | |
| Problem-solving and flexible approach to duties including in resolving customer service issues | | | | | **E** |
|  | | | | | |
| Be self-motivated, reliable and committed | | | | | **E** |
|  | | | | | |
| \*\*\*Access to a car or access to an alternative form of transport to meet the travel requirements of the job. (including business insurance) | | | | | **E** |
|  | | | | | |
| Please tell us about anything that you have not mentioned elsewhere and is relevant to the post you have applied for: | | | | | |
|  | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Medical History  Please give brief details and approximate dates of any periods of sickness during the past two years. | | | |
| **Reason** | **No of working days off** | **From** | **To** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| References  Please give details of two people, one of which should normally be your current line manager, who are able and willing to comment on your suitability for this job. | | | |
| Reference 1 (Current Line Manager) | | | |
| Name |  | | |
| Tel No |  | | |
| Email address |  | | |
| Physical Address |  | | |
| Relationship to you |  | | |
| Do you wish to be consulted before this referee is approached? | | Yes | No |
| Reference 2 | | | |
| Name |  | | |
| Tel No |  | | |
| Email address |  | | |
| Physical Address |  | | |
| Relationship to you |  | | |
| Do you wish to be consulted before this referee is approached? | | Yes | No |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Eligibility to work in the UK | | | | | | |
| Are you currently eligible for work in the UK? | | | | Yes | | No |
| Please note: you will be required to provide documentation to support this claim (under the Immigration, Asylum and Nationality Act 2006) if offered the post. | | | | | | |
| Pre-Employment Background Checks  incredABLE will ensure that those working directly with people are appropriately screened. We may ask for a background check to be carried out by ACCESS:NI and the Police for those who are applying for posts that involve substantial access to children/ adults at risk. The purpose of the check is to make sure that people are not appointed who might be a risk to children/ adults at risk.  The check will tell us whether you have a criminal record, or whether the ACCESS:NI holds any other information about you which might have a bearing on your suitability. Access:NI’s code of practice can be found here <https://www.nidirect.gov.uk/publications/accessni-code-practice>. Any information which we receive will be treated confidentially and will be destroyed after a decision regarding your appointment has been reached.  Please note that a criminal record will not necessarily prevent you from working for the organisation and unprejudiced consideration will be given to candidates who declare criminal conviction(s) unless their offence(s) is (are) manifestly incompatible with the post in question.  Our Equal Opportunities Policy, Access NI Document Retention Policy and our Recruitment of ex-Offenders Policy are available upon request. Please contact us at [info@incredable.org.uk](mailto:info@incredable.org.uk) or telephone our office on 028 3887 2111 to obtain a copy. | | | | | | |
| Have you ever been convicted of any criminal offence by a Court of Law? | | | | | Yes | No |
| If the answer to the above is Yes, please complete the following: | | | | | | |
| **Date** | **Place** | **Offence** | **Sentence** | | | |
|  |  |  |  | | | |
| I agree to these details being given to the police to check for any records of convictions, cautions or bindovers in respect of myself? | | | | | Yes | No |
| Is there any reason that you cannot apply to work in a regulated activity? | | | | | Yes | No |
| **Signature** |  | **Date** |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Declaration  I declare that the information set forth in this application form is, true and complete. I understand that if any information I have provided is found to be untrue any offer may be withdrawn or any contract of employment may be terminated. I understand that any offer is subject to satisfactory references and a probationary period and (where appropriate) a satisfactory medical report.  I understand that this post involves working with children and vulnerable adults and the post is subject to an Enhanced Criminal Record Check through Access NI.  I understand that in submitting this application form and in any subsequent employment with incredABLE, my information will be processed in accordance with current Data Protection legislation. | | | |
| **Signature** |  | **Date** |  |