Application Pack: Information for Applicants

Thank you for your interest in employment with Flourish NI.

For background information about the charity please visit our website at [www.flourishni.org](http://www.flourishni.org)

**Closing date for completed applications: 31st December 2024 - 5pm**

**Completing the Application Form**

Please complete the application form, giving as much information as you can that is relevant to the post you are applying for. Make sure that you demonstrate in the application form your ability to meet the requirements of the job description and person specification, by providing clear evidence of how you meet each part.

The person specification differentiates between criteria which are considered “essential” in order to be considered for the post and those which are “desirable” but could be learned for the post. This gives an indication of the importance we will place on the information you provide.

**Shortlisting and Interview**

We will confirm receipt of all applications. Shortlisted candidates will be notified. If you are not contacted, please assume your application has been unsuccessful on this occasion, and we thank you for taking an interest in working with Flourish NI.

Flourish is happy to provide feedback at the interview stage.

**Equal Opportunities**

Flourish sets a high standard for both its employment practices and its work. People are recruited on the basis of ability and merit. We work towards ensuring that no applicant or employee receives less favourable treatment on any equality ground.

We recognise and welcome our responsibility to remove any barriers in our recruitment process.

We are committed to making any reasonable adjustments to the job, where possible, and it would help us to know your needs in order to do this (see below).

Flourish NI Application Form

To be completed electronically or by hand. If by hand, please write in capital letters and use black or blue pen. Please return to: **Flourish NI, 24 Mount Charles, Belfast BT7 1NZ** or email to [info@flourishni.org](mailto:info@flourishni.org)

**Basic Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position applied for: | |  | | | |
| Full Name: | |  | | | |
| Address: | |  | | | |
|  | | | Postcode: |  | |
| Contact Number: | |  | | | |
| Email address: | |  | | | |
| National Insurance No |  |  |  | | |
| I confirm that I am eligible to work in the UK  Please note that you will be required to provide evidence of your entitlement to work in the UK. | | | | | Yes / No |
| Do you hold a current driving licence and have access to a car? | | | | | Yes/No |

**Employment History**

Details of present (or most recent) employment or study

|  |  |  |  |
| --- | --- | --- | --- |
| Date from: | | Date to:  (if applicable) | Reason for leaving:  (if applicable) |
| Position held/Area of study: | | | |
| Employer/University name and address: | | | |
| Grade/Salary (if applicable): | | | |
| Brief details of main responsibilities and duties: | | | |
| Current notice period: |  | | |

**Previous employment**

Please provide details of previous positions (including voluntary work) for, at least, the last 5 years. Please use additional pages if needed.

|  |  |  |  |
| --- | --- | --- | --- |
| Employer | Position and brief details | From/To | Reason for leaving |
|  |  |  |  |
| Have you ever been dismissed from employment? | | | |
| If ‘yes’ please give details | | | |
|  | | | |

**Education, Training and Skills**

Please give details of any qualifications achieved, training courses attended, or skills obtained, **which are relevant to the job,** together with dates. This can range from in house training courses, to GCSE’s to degrees or anything that you consider relevant to the position. Please use additional sheets if needed.

|  |  |  |
| --- | --- | --- |
| Training | Date and duration | Qualification (if relevant) |
|  |  |  |

|  |
| --- |
| **Other relevant work/past times** (eg work experience, committee work, hobbies and interests) |
|  |

**References**

Please provide 2 references who should have a knowledge of you in a working/academic capacity.

At least one of your referees should be your current or most recent employer.

Please note, your reference will only be contacted on offer of employment.

|  |  |  |
| --- | --- | --- |
|  | First Reference | Second Reference |
| Name: |  |  |
| Address: |  |  |
| Contact number: |  |  |
| Email Address: |  |  |
| Occupation: |  |  |
| Relationship to applicant |  |  |

**Suitability for the Job**

|  |
| --- |
| Please detail why you are interested in working for Flourish NI and why you think you are suitable for the job.  Please note this section will be used to shortlist candidates for interview so please ensure that you review the essential and desirable criteria in the person specification of the job description and provide clear and concise examples of how you meet each of the requirements. |
|  |

|  |  |
| --- | --- |
| **Rehabilitation of Offenders (NI) Order 1978**  Due to the nature of the service we provide, Flourish is exempt from the provisions of the Rehabilitation of Offenders (NI) Order 1978 by virtue of the Rehabilitation of Offenders (Exceptions) Order (NI) 1979 as amended.  Applicants are not entitled to withhold any information about convictions, cautions, warnings and reprimands for which any other purposes are spent under the provisions of the Order. Any information supplied will be treated in the strictest of confidence and will be considered only in relevance to an application for positions to which the Rehabilitations of Offenders (Exceptions) Order (NI) 1979 applies.  All applications who are offered employment will be subject to an Enhanced criminal record check from Access NI before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Flourish NI abides by the Access NI Code of Practice, which means any conviction disclosure would not necessarily be a bar to employment, but failure to disclose information relating to any convictions etc. could lead to withdrawal of an offer of employment. | |
| I have read and understand the above statement | Yes / No |
| If offered employment, I am willing to apply for an Enhanced Access NI check | Yes / No |
| Do you have any cautions, reprimands or convictions under the Rehabilitation of Offenders (NI) Order 1978? | Yes / No |
| If yes, please provide details below | |
|  | |

**Reasonable adjustments**

|  |  |
| --- | --- |
| If invited to interview, I would require a reasonable adjustment | Yes / No |
| Please detail what reasonable adjustment is needed to enable you to attend the interview |  |

**Declaration**

I confirm that all information on this form is true and correct to the best of my knowledge. I understand and accept that any false statements or omissions may lead to my being dismissed, if appointed to the post.

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