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Please note that our selection panel will only have access to pages 3 – 7 when making selection decisions.

Reference Number: USH0124_NW	Title of Post: Night worker	Location of Post: Utility Street Hostel
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### **EDUCATION & TRAINING**

**Please list any qualifications you hold (e.g., GCSEs, O Levels, First Aid Certificate, NVQs etc.):**

**NISCC Registration Number:**

**Date of Registration:**

**Date Renewal of Registration Due:**

**EMPLOYMENT HISTORY****PRESENT POST (If unemployed – most recent post)**

Name of Organisation:	Date appointed:	Salary:
Address:	Leaving Date (if applicable):	
Post Code:	Your Job Title	
Telephone Number:	Job Title of Person you Report(ed) to:	
	Department / Work Location:	
	Period of Notice Required:	
Please give reason for leaving:		
Main Duties:		

**PREVIOUS EXPERIENCE**

Please give details of all **previous posts held** (i.e. prior to the organisation you detailed on page 4). **Begin with recent employers and work backwards.** If you have held more than one position with an employer please give details of each position.  
 (Attach additional pages in the same format, if required – CVs *will not* be accepted).

If it was a post in which you worked with a vulnerable individual, please tick the last column.

Organisation's name and full address	Job Title and Grade	Duties (briefly)	From	To	Reason for Leaving	Tick if applicable
			DD/MM/YY	DD/MM/YY		

**GAPS IN EMPLOYMENT**

If there are any gaps in your employment please explain below;

## DEMONSTRATING YOUR ESSENTIAL EXPERIENCE AND QUALITIES

HARMONI may decide to interview only those applicants who appear to them, from the information available, to be the most suitable in terms of relevant experience and ability. It is therefore essential that you fully describe how you meet the particular experience and qualities sought, giving examples and specifying exact dates as appropriate.

Please read all sections of the Person Specification. This part of the application asks you to describe your experience, skills and personal qualities which are applicable to the post. In completing your application, you are advised to make clear reference as to how you meet the essential and desirable/preferred criteria for the relevant role. It is not appropriate to simply list the various posts that you have held. HARMONI will not make assumptions from the title of the post as to the skills and experience you have gained.

Please state clearly below how you meet each of the Essential and Desirable Criteria (you may continue on a separate page if necessary)

### Essential Criteria

1. A minimum of 4 GCSEs at Grades A – C including English and Maths or equivalent (QCF Level 2)
2. Six months relevant experience of working with people in special housing, residential work or another supportive environment
3. Knowledge of the issues faced by adults from a homeless background or with other circumstances
4. Computer literate and in particular working knowledge of Microsoft Excel and Word
5. Flexibility in hours of work and ability to cover shifts as necessary

**HOLIDAY ARRANGEMENTS**

Please indicate planned holiday arrangements or other dates when you are unavailable for interview.

**HARMONI is under no obligation to take account of holiday arrangements but will endeavour to do so.**

**REGULATED ACTIVITY**

Please indicate below if you have been dismissed from employment or if there is any reason that you could not work in regulated activity or with vulnerable groups (definitions can be found here: <https://www.nidirect.gov.uk/articles/regulated-activity-vulnerable-groups>)

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**ADVERTISING**

Please indicate how you became aware of this vacancy:

<b>Newspaper</b> <input type="checkbox"/> <b>Name of Newspaper:</b>	<b>Personal Recommendation</b> <input type="checkbox"/> <b>Name of Person:</b>
<b>Website</b> <input type="checkbox"/> <b>Name of Website:</b>	<b>Other</b> <input type="checkbox"/> <b>Please specify how you heard about this vacancy:</b>

**REFEREES**

Please name 2 referees from the 2 most recent organisations you have worked for. They must have knowledge of your present and/or most recent work **and** be in a supervisory/managerial capacity. They must not be a relative. If you are currently employed, one referee must be from your current organisation.  
*Please note, in addition to the referees you state below, HARMONI may request references from previous employers.*

Name:  Job Title:  Organisation Address:    Post Code:  Telephone Number:  Email:  Can this referee be contacted at this stage? YES / NO	Name:  Job Title:  Organisation Address:    Post Code:  Telephone Number:  Email:  Can this referee be contacted at this stage? YES / NO
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**NOTE TO APPLICANTS:**

- Application forms must be completed in full.
- CV's will not be accepted.
- Application forms received after the deadline date and time will not be accepted.
- HARMONI does not accept faxed application forms.
- Please return the Fair Employment Form with your application in a separate envelope if sending by post

**Completed application forms should be returned by the closing date to:**

Human Resources Department  
HARMONI  
Head Office  
39 Downshire Road  
Bangor  
BT20 3RD

or by email to [shirleyanne.mcferran@harmoni.org.uk](mailto:shirleyanne.mcferran@harmoni.org.uk)