****

**APPLICATION FOR EMPLOYMENT**

Vine Centre Limited is a company limited by guarantee registered in Northern Ireland No NI32293 Charity No. XR13743

**CONFIDENTIAL**

|  |
| --- |
| FOR OFFICE USE  Ref: No: FIW25  Closing date 10th February 2025  Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Job Title:** **FAMILY INTERVENTION WORKER** |

*Please complete this form in black ink (CV’s are not required and will not be considered).*

*All information supplied will be treated as confidential.*

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Full name: |  |
| Address: |  |
| Post Code: |  |
| E-mail: |  |
| Telephone number |  |
| Mobile: |  |

Are you eligible to work in the UK: YES NO

You will be required to provide documentation to support this claim (under section 8 of the asylum and immigration act 1996) if offered the post.

Please indicate any planned holiday arrangements:

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Lower Oldpark Community Association would like to point out that it is under no obligation to take account of your holiday arrangements but will accommodate where possible)

Do you hold a full current driving licence? YES NO

Are you a car owner? YES NO

**Formal Education**

|  |  |  |
| --- | --- | --- |
| Level  (e.g. GCSE/Degree) | Subject / name of course | Grade  Attained |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Other Relevant Training**

|  |  |
| --- | --- |
| Date obtained | Title/subject |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Employment History**

List your previous employers in reverse order, starting with your current or last employer.

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s name & & address | Dates of employment | Job title & main  duties | Final salary &  reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

How soon would you be able to take up an appointment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many days have you taken as sick leave during the past 2 years? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you consider yourself to have a disabilithy? Yes/No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SPECIAL REQUIREMENTS**

Please inform us about any special arrangements or adjustments that you may need us to put in place in the event that we invite you to interview. If you prefer to discuss this with us, please telephone Adele Huddleston on 028 9035 1334 as soon as possible.

|  |
| --- |
|  |

LOCA is committed to Equal Opportunity in employment based solely on selecting the best person for the job without regard to gender, marital status, religious beliefs, political opinion or disability.

**REFERENCES**

Please give the names and addresses of two persons who have agreed to act as referees and indicate the capacity in which they have known you. The referees must have known you for least two years. At least one referee should have detailed knowledge of you in the working environment. Neither referee should be related to you. References will only be sought in respect of a successful candidate and an offer of employment will be conditional on the receipt of satisfactory references and ACCESS NI check.

Please provide name, address, email address, phone number, and the capacity in which the referee knows you.

|  |  |
| --- | --- |
| FIRST REFERENCE | SECOND REFERENCE |
| Name: | Name: |
| Address: | Address: |
| E-mail: | E-mail: |
| Telephone: | Telephone |
| Relationship to you: | Relationship to you: |

SHORTLISTING CRITERIA

Please detail how you meet the criteria contained in the person specification.. Please continue on a separate sheet if necessary.

|  |
| --- |
| What motivated you apply for the post with us? |
|  |
| What is your understanding of barriers parents face in supporting children’s education/? |
|  |
| Why do you feel it is important that parents are involved in their children’s education? |
|  |

|  |
| --- |
| Please outline any experience you may have with the following.   1. Parent & Toddler Groups 2. Homework Club setting 3. National Curriculum 4. Autism Support Groups 5. Developing/facilitating a training programme for parents. 6. Working with children with special needs. |
|  |
| Please outline any experience you have of Research and/or Grant Funding |
|  |

|  |
| --- |
| Give an example of when working as part of a team. How did you contribute? |
|  |

|  |
| --- |
| Give an example of when you used your own initiative to progress a project. |
|  |
| Give examples of when you have used different communication styles. |
|  |

|  |
| --- |
| Your experience of developing long, medium, and short-term project planning |
|  |

|  |
| --- |
| Please outline your knowledge of the range of Policies & Procedures that would be required in a community setting that works with families |
|  |

|  |
| --- |
| Please outline your knowledge of Safeguarding of Children and Vulnerable Adults. |
|  |
| What Microsoft Office packages have you experience of? |
|  |

|  |
| --- |
| What is your understanding of record keeping and GDPR? |
|  |

Please either post or email the application form to:

The Centre Manager

Lower Oldpark Community Association

9-23 Avoca Street

Belfast

BT14 6EN

Tel. No. 028 9035 1334

e-mail: locacentre@hotmail.co.uk

**The deadline for the return of completed application forms is**

**12noon on Monday 10th February 2025**

**Interviews will be held on**

**Thursday 20th February 2025**