A drawing of a person

Description automatically generatedJob Application Form

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| Our Ref:  **BCDA AW/01-25** |
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**Post:** Advice Worker

**Closing Date: 7/2/2025, 4pm**

**Please type or write clearly in the boxes below**

**Your Details:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title** |  | | | | | |
| **Forename(s)** |  | | | | | |
| **Surname** |  | | | | | |
| **Address** |  | | | | | |
| **Postcode** |  | |  | |  | |
| **NI Number** |  | | | | | |
| **Contact Numbers** | **Home** |  | | **Mobile** | |  |
| **Email** | **Work** |  | | **Home** | |  |

*Do you have a disability which presents special needs at the selection interview?   Yes    No*

*If yes, please give details of how we can help you:*

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## Employment History

Please start with your present (or most recent) role and please show all periods of employment or unemployment (Continue on a separate sheet if necessary).

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of Employer | Start Date | End Date | Position held with brief description of duties and reason for leaving. |
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## Qualifications

Please start with the highest qualification

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Qualification | Date | Subject | Grade |
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(Continue on separate sheet if necessary. Please note you will be asked to provide proof of qualifications if you are offered this role)

## Essential Criteria

In addition to your qualifications and experience, the answers to the following questions will help us to determine if you meet the criteria for this post outlined in the person specification. Please answer all the questions clearly and succinctly. The recruitment panel reserve the right to enhance the criteria if we receive a large volume of applications.

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| Good standard of education with GCSE (or equivalent) in English and maths |
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| Experience of working with the public in a paid or voluntary capacity 250 words max |
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| Excellent verbal and written communication skills. 250 words max |
|  |
| Evidence of ability to understand complex information 250 words max |
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| Ability to prioritise own workload and to use initiative regarding assisting clients 250 words max |
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| Experience of working as part of a flexible team and sharing knowledge  250 words max |
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| Commitment to the principals of free, independent and confidential advice 250 words max |
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| Personal attributes: Friendly and approachable manner Flexibility 150 words max |
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## Desirable Criteria

Please note that these criteria may be used to assist with shortlisting in the event of a large number of applications.

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| Completed Law Centre NI or Advice NI Basic Welfare rights Training |
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| One year’s experience in direct advice provision, either paid/voluntary(250 words max) |
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**Please supply the contact details of two referees who have relevant knowledge of your skills and experience:**

|  |  |
| --- | --- |
| **Referee 1.**  **Name:**  **Address:**  **Telephone:**  **Email:**  **How does this person know you?** | **Referee 2.**  **Name:**  **Address:**  **Telephone:**  **Email:**  **How does this person know you?** |

**Signed …………………………………………………………………………………………..**

**Date ……………………………………………………**

**(scanned/typed signature acceptable)**

**By signing and submitting this application form, you are declaring that you have the right to work in the UK and will be able to provide relevant documentation, as proof, if you are successful and offered the position at BCDA.**

**Please return your completed application, along with Monitoring form and Criminal convictions disclosure to The Monitoring Officer by 4 pm on Friday 7th February 2025.**

**Return forms to** [**gerry.tubritt@bcda.net**](mailto:gerry.tubritt@bcda.net)