

**APPLICATION FORM FOR A PROJECT OUTREACH COORDINATOR ROLE**

Please complete and return (electronic or hard copy) by **12pm Wednesday 15th January** to:

diverseyouthsni@gmail.com

Or:

Diverse Youth NI

275A Antrim Road, Belfast

BT15 2GZ

www.diverseyouthni.com

1. **PERSONAL DETAILS**

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| --- | --- | --- | --- |
| FORENAME/S: |  | SURNAME: |  |
| NAME USUALLY KNOWN BY: |  |  |
| ADDRESS FOR COMMUNICATION: | PERMANENT ADDRESS (IF DIFFERENT): |
| POSTCODE:  |  |
| TELEPHONE NO:  | EMAIL:  |
| If you consider that you may require reasonable adjustments to be made to assist you in attending for interview, please state below the arrangements which will need to be made for you to be able to attend. |

1. **EDUCATION (**Please detail below all your employment/self-employment relevant to your application. Start with your present/ most recent employment. Show the name of the employer (or name of company, if self-employed), job title(s), main duties and responsibilities and dates of employment*).*

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| --- | --- | --- | --- | --- |
| **Name and Address of Employer** | **Job Title/s****Grade/Position** | **From** | **To** | **REASON FOR LEAVING** |
|  |  | Month | Year | Month | Year |  |
|  |  |  |  |  |  |   |

(continue on a separate sheet if necessary)

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| **MAIN DUTIES AND RESPONSIBILITIES IN YOUR CURRENT/ MOST RECENT ROLE:** |

1. **References**

May we approach your present/most recent employer for a reference if we are considering you for appointment? (please be assured that approaches will not be made to current employers prior to the issue of an offer of a conditional offer of employment)

 Yes No

 If you answered “no”, please give the reason:

**Name/Title of person from whom current / most recent employer’s reference should be sought:**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME |  | JOB TITLE |  |
| ADDRESS |  | POSTCODE |  |
| PHONE NO |  | EMAIL |  |

**Please supply details of an additional referee. This should be someone who knows you well and could comment on your suitability for the post but is not a member of your family.**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME |  | JOB TITLE |  |
| ADDRESS |  | POSTCODE |  |
| PHONE NO |  | EMAIL |  |

1. **Criminal Convictions**

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| --- | --- |
| Have you ever been convicted of a criminal offence or are there any charges outstanding? **YES NO** | If so, please give full details. You need not include motoring convictions unless your driving licence has a current endorsement, and you need not include convictions which are spent. |
| Diverse Youth NI has a written policy on the recruitment of ex-offenders.  A copy is available to all applicants on request.**IT SHOULD BE NOTED THAT HAVING A CRIMINAL RECORD DOES NOT NECESSARILY DEBAR YOU FROM OBTAINING THE POSITION.** |

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| The youth work role you have applied for may be considered as regulated activity. Is there any reason you **cannot** work in a regulated activity? (Regulated Activity is an activity that you must not do if you are barred from working with children or vulnerable adults). **YES NO**If yes, please provide details:  |
| **I ALSO UNDERSTAND THAT TO BECOME AN EMPLOYEE IN Diverse Youth NI WILL BE SUBJECT TO THE SATISFACTORY COMPLETION OF AN ENHANCED ACCESSNI SECURITY DISCLOSURE**Diverse Youth NI adheres to the Access NI Code of Practice.  A copy of the AccessNI Code of Practice is available to all applicants on request. |

1. **Do you have the right to work in the UK?**

**YES NO**

Note: the employer may require proof of this right before an offer of employment can be confirmed

1. **Driving Licence**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a driving licence?  | **YES** |  | **NO** |  |
| How long have you held it? |  |
| Do/will you have a car or access to one regularly? | **YES** |  | **NO** |  |

The remainder of this form is used to record the qualifications, skills and experience which are required from the Person Specification (enclosed with this application form)

Only those applicants who appear from the information contained in the application form to be the most suitable in terms of relevant experience and ability will be short-listed for interview. You should note that candidates who do not demonstrate below how they fulfil **all** of the essential criteria **will not** be shortlisted for interview. The employer reserves the right to shortlist on the essential criteria only or on the essential and desirable criteria as identified in the Person Specification as may be appropriate.

It is essential that you fully describe in each of the following sections how you meet the particular experience and qualities sought, giving examples.

If necessary, you may attach an additional sheet where there is insufficient space in the boxes provided. If attaching a continuation sheet, please clearly mark on the continuation sheet the section number to which the continuation sheet refers. Please limit your answers to one continuation sheet per section below.

1. **Qualifications**

With reference to the person specification, please demonstrate that you have the qualifications required / desired for the post

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|  |

1. **Experience**

With reference to the person specification, please set out how your experience meets the specification for this post. Please be as specific as possible when providing examples

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1. **Skills and Abilities**

With reference to the person specification,please set out below how your skills and abilities meet the criteria for this post.Please be as specific as possible when providing examples

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|  |

1. **Other**

With specific reference to the job description and person specification, please set out below how you meet the other stated criteria for the post. Please also use this section to provide any additional information in relation to your suitability for the post that you wish to give in support of your application.

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1. **Data Protection statement**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment, the information will be used in the administration of your employment. The employer may also use the information if there is a complaint or challenge relevant to this recruitment process.

The employer may check the information collected with third parties or with any other information held by the employer. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form, it will be assumed that you agree to the processing of sensitive personal data (as described above), in accordance with the principles set out in Data Protection legislation.

1. **Declaration**

The particulars given by me in this application are true and accurate to the best of my knowledge and belief. I understand that if I am found to have given false information or wilfully to have suppressed any material fact, I will be liable to either disqualification or, if appointed, to dismissal.

I consent to the personal data contained in this application form being processed in accordance with the data protection statement above.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_