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Ref Number ANW/Jan 25/DH

## Dove House Advice Service

**APPLICATION FOR EMPLOYMENT**

**POSITION: Debt Adviser**

**LOCATION: Dove House Advice Service,32 Meenan Square, Derry,BT48 9EX**

**PERSONAL**

|  |  |
| --- | --- |
| SURNAME : | FORENAMES : |
| TITLE :  ADDRESS : | TELEPHONE NUMBERS :  HOME :  EMAIL: |
| NATIONAL INSURANCE NUMBER | |

**REFERENCES**

Please give the details of **two** people who we can approach should you be made an offer of employment (one of whom should be from your current or most recent employer):

|  |  |  |
| --- | --- | --- |
| Name & Address | Role & Relationship to applicant | Tel No & Email |
|  |  |  |
|  |  |  |

**DISABILITY**

DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY WHICH IS RELEVANT

TO YOUR JOB APPLICATION? YES/NO

If you have answered ‘YES’ – is there anything we should know about your requirements in order to offer you a fair selection, or to make reasonable adjustments to work arrangements: e.g. interpreter, parking facilities, or any other form of assistance (please specify):

**MOBILITY**

DO YOU HAVE ACCESS TO A CAR? YES / NO

DO YOU HOLD A FULL CURRENT DRIVING LICENCE? YES/ NO

If you have answered NO to either of the above mobility question and you consider yourself to have a disability which is relevant to your job application, can you demonstrate that you can fulfil the mobility requirement of the post for which you are applying?

**EDUCATION AND TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
| TYPE OF SCHOOL / COLLEGE ETC ATTENDED in past 10 years | From | To | EXAMINATIONS PASSED OR OTHER QUALIFICATIONS ATTAINED |
|  |  |  |  |

PLEASE STATE ANY ADDITIONAL QUALIFICATIONS, MEMBERSHIP OF PROFESSIONAL BODIES, OR ANY OTHER TRAINING UNDERTAKEN

**EMPLOYMENT HISTORY**

Relevant employment - including most recent employment. Please start with your present employer and work back the last 10 years. **Please include all periods of unemployment and any relevant voluntary work undertaken.**

**PRESENT/MOST RECENT SALARY:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| NAME, ADDRESS OF EMLOYER | | POSITION HELD AND MAIN RESPONSIBILITIES | SALARY | DATE  FROM - TO | REASONS  FOR LEAVING | | |
|  | ***Guidelines: Skills & General Information***  This section is to give us specific information in support of your application. You must be able to demonstrate on this application form and at interview, if called, that you can satisfy each and every aspect of the Person Specification.  It will be insufficient merely to duplicate what the Person Specification states. So, for example, if it asks for "ability to" or "commitment to" you will be required to demonstrate positively your ability, commitment, etc, by some reference to your academic, professional, voluntary or personal life.  We require all our staff to have a commitment to our Equal Opportunities policies. Again, you will be required to demonstrate more than a paper commitment by reference to what you have already achieved in these areas and how you would hope to implement this policy if offered the post.  ***CONTINUE ON ADDITIONAL SHEETS IF NECESSARY***   1. Please indicate evidence of how you meet the essential criteria for the post.   .   1. Please evidence your understanding of the issues around debt and the impact of debt on individuals and families. 2. Please evidence an excellent working knowledge and understanding of how being in debt or suffering from financial distress can impact lives. 3. Please evidence your ability to maintain and organise a large caseload   5. Please demonstrate your ability to use IT packages, including Microsoft office or similar in the provision of debt advice, the preparation of reports as well as the use of email.  6. Please evidence (if applicable) how you meet the desirable criteria for the post and give your understanding of the role of debt and money advice provision.    7. Please demonstrate your experience of and ability to work effectively in a team and to use standardised systems and processes.  8. Please use this section for any further information you feel is relevant to your application. | | | | | |  |
|  | | | | | |  | |

**GENERAL**

|  |
| --- |
| Please indicate the earliest date you can commence in this role if appointed. |
|  |

**CANDIDATE DECLARATION (You must complete this section in full)**

|  |
| --- |
| Hours to be agreed.  You may also occasionally be required to undertake travel in accordance with business requirements to other locations within Northern Ireland. |

Please be advised that if you are successful, the subsequent offer of the post is conditional on a satisfactory AccessNI check.

Candidates that are selected for interview will also be subject to an identity check to ensure that they have the right to work in Northern Ireland.

*I declare that the information given in this application form is correct to the best of my knowledge and I understand that any offer of employment will be dependent on references being considered satisfactory.*

# SIGNATURE: DATE:

Completed applications should be sent by post to:

Jane Quigg

32 Meenan Square,

Derry

BT48 9EX

Or by email to:

[manager@dovehousecommunitytrust.org](mailto:manager@dovehousecommunitytrust.org)

**The closing date for return of completed application form 10th February at 12 noon**