##### Application for appointment as: Services Manager

**Please return via email to:** [**emalyn@ndawomensaid.org**](mailto:emalyn@ndawomensaid.org) **by 4pm Friday 21st February 2025**

**Guidance notes for completion of application forms:**

* Please complete this form in print only; **we do not accept handwritten applications**.
* Applicants are advised that the short listing of candidates will be based only on the details given in the application form.
* CV’s must not be included as part of your application and if submitted will not be considered.
* Please note that all sections of the application form must be completed in full. Where sections are not relevant, write “Not applicable” or “None.” **Do not leave blank**.
* Please ensure that all checkboxes are appropriately marked.
* NDAWA reserves the right to shortlist only those candidates who best fit the criteria.
* All sections of the form must be completed and continuation sheets may be used for this purpose if necessary.
* **We accept hard copy or emailed applications.**

|  |  |  |
| --- | --- | --- |
| Title | Surname | Forename(s) (Please underline name by which you are known) |
|  |  |  |
| Address | Contact telephone number/s | Email address |
|  |  |  |
| Are you eligible to work in the UK? Yes  No  *Please note that we are only able to employ people who have the right to work in the UK.*  Do you hold a full driving licence? Yes  No  Do you have access to a reliable form of transport? Yes  No | | |

**Present and previous work experience/voluntary work**

Please start with the most recent experience, include any breaks in employment

|  |  |  |  |
| --- | --- | --- | --- |
| Employer name and nature of organisation | Post held and brief outline of responsibilities | Dates  (month and year)  From To | Reason for leaving |
|  |  |  |  |
| Salary and benefits of most recent post | | Notice required | |
|  | |  | |
| If there are any gaps in your employment, please explain further. | | | | |
|  | | | | |

**Education & qualifications**

**Secondary level, further and higher Education**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| From | To | Type of school/college/university attended | | Subject | Examinations passed/working towards | | |
| Level | Grade | Date |
|  |  |  | |  |  |  |  |
| Membership of professional Institutions/associations  Details of any other training/qualifications gained which support your application. Include any on the job training as well as formal courses.  (use further space if required) | | |  | | | | |

|  |
| --- |
| **Essential Criteria** |
| Please refer to the **Person Specification** which sets out the experience, skills & abilities, knowledge, qualifications and other competencies you need to carry out the activities given in the role profile. We use it at both the short-listing and interviewing stages of the recruitment and selection process as the criteria you’ll be assessed on. Essential Criteria– this is the criteria that you need to meet to perform at a satisfactory level from the first day in the job. If you don’t meet the essential criteria, you won’t be short-listed for interview. Please ensure you give work-based evidence and examples - it is not sufficient enough to state you meet the criteria – applicants must explain how they meet it. |
|  |

|  |  |
| --- | --- |
| Please supply two professional referees (not relatives) one who should have knowledge of your present and most recent work and be in a Supervisory/Managerial role. References will only be contacted after interview and when a job offer has been made. | |
| Reference 1Name:Occupation:Organisation:Address:Email Address:Contact No: |  |
| Reference 2Name:Occupation:Organisation:Address:Email Address:Contact No: |  |

|  |
| --- |
| Due to the nature of the work environment, positions within NDAWA will require the post-holder to undertake a confidential Enhanced Access NI background check, where the post is a regulated position as defined by the Safeguarding Vulnerable Groups Act 2006 and Safeguarding Vulnerable Groups (NI) Order 2007 and also falls within the definition of ‘excepted’ employment as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979.  Therefore, you are required to answer the following question. Disclosure will not necessarily prevent you from obtaining this position. **Do you have any convictions, cautions, reprimands or final warnings that are "unspent" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?** |
| Yes  (give details) No |

|  |
| --- |
| Conflicts of Interest – Please give details of any personal or professional interests that may be relevant to the work, ethos, vision, core aims and values of NDAWA (statements are included in this application pack) and which could lead to a real or perceived conflict of interests if you are successfully appointed to the post. |
| Yes  (give details) No |

|  |
| --- |
| Do you have any pre-booked holiday arrangements which NDAWA needs to be aware of in respect of your availability? If yes, please give dates. (NDAWA is under no obligation to take into account holiday arrangements but will endeavour to do so.) |
| Yes  (give details) No |

|  |
| --- |
| The Disability Discrimination Act 1995 defines a disability as ‘a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities’. Candidates with a disability will be given equal consideration. Do you have any disabilities which may affect your application? If YES, are there any reasonable adjustments, which you feel, should be made by the recruitment process to assist you in your application for the job? |
| Yes  (give details) No  Please note candidates with a disability will have the opportunity to discuss their employment needs at interview to enable NDAWA to identify if reasonable adjustment/s can or should be made. |

|  |
| --- |
| Declaration and signature |
| Data Protection - I understand that the data contained in this application form and the “sensitive personal data” on the attached monitoring form will be retained on file and may be processed by NDAWA for use in connection with this application for employment, or to comply with any requirement of statutory legislation in order for NDAWA to comply with its legal obligations, and I hereby agree to any such processing by NDAWA. NDAWA will ensure that I am safeguarded against the possible misuse of any personal information about me that is kept on file by strictly controlling access and use. Such access and use will be in compliance with the Data Protection and GDPR legislation and will be on a “need to know” basis only. I have read and understood the General Data Protection Regulation privacy statement on the covering letter.  I declare that the information given in this form and in any accompanying documentation is true to the best of my knowledge and belief and give my permission if I am the successful applicant, for enquiries to be made (including online enquiries) to confirm qualifications, experiences and dates of employment, right to work in the UK and for the release by other people or agencies of necessary information to verify the content. I further agree that, should I be successful in this application, I will consent to an application for disclosure of criminal convictions. I understand that my application, any job offer made, and any subsequent employment with NDAWA may be withdrawn in the event that I have given any false or misleading information or have withheld any relevant details or have received unsatisfactory references and Access NI background checks.  **Canvassing, either directly or indirectly, will be an absolute disqualification**.  NDAWA may use online sources to collect data during the recruitment process if application specifies online work, blogs, websites etc.  **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *(A digital signature will be accepted – if shortlisted for interview you will be required to provide written signature at time of interview.)* |

# Equal Opportunities Monitoring Form – (removed prior to application shortlisting)

Male

Domestic & Sexual Abuse Floating Support Worker January 2025

Job Title applied for: Female

Please indicate the community to which perceive you belong by ticking the appropriate box below. This information is not disclosed to anyone before selection is completed.

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am a member of neither the Protestant nor the Roman Catholic community

Do you suffer from a physical or mental impairment as defined Yes

by the Disability Discrimination Act 1995? No

How would you define your ethnic origin?

Black African  Black Caribbean

Bangladeshi  Indian  Pakistani

Chinese  White  Black Other  (please specify)

Mixed  Traveller  Other  (please specify)

Thank you for your co-operation.