

**APPLICATION FORM**

**CONFIDENTIAL** APPLICANT REF. NO:PT HSS/3/2025

### **APPLICATION FOR THE POST OF: *Support Worker – Housing Support Service***

Please complete this application form fully, accurately and clearly either in your own handwriting in BLACK PEN or using a word processor in a minimum size 10 font. ALL DETAILS MUST BE COMPLETED ON THE APPLICATION FORM. If there is insufficient space for your answer, continue on a separate sheet.

When completed, this form, together with the Equal Opportunities Monitoring Form and Declaration of Convictions should be emailed to [sharon@northdownymca.org](mailto:sharon@northdownymca.org). Alternatively all completed, requested forms should be posted to Sharon Titterington, Housing Support Service Manager, ℅ YMCA North Down, 10-12 High Street, BANGOR, BT20 5AY. DEADLINE is **12 noon on Wednesday, 26th March 2025**

# **PERSONAL INFORMATION**

Surname: First Names:

Address:

Postcode:

**Contact Details:** (Please tick preferred method of contact and list phone numbers)

Telephone (Include Code): • Home: • Business:

• Mobile: • Email:

### **Application Process**

How much notice are you required to give your present employer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any adjustments that may be required to facilitate your attendance should you be invited for interview? Yes / No (delete as required)

If Yes, please provide details

**Education, Training & Employment**

| **Education and Training**  **Secondary Schools** | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Dates | | | | | Names of schools attended | | Examinations taken and subjects passed | | | | |
| From | To | | | |
|  | |  | | |  | |  | | | | |
| **Further and Higher Education** | | | | | | | | | | | |
| Dates | | | | | Name of College | | Subjects studied | | | Examinations taken  Subjects passed and grades | | |
| From | | To | | |
|  | | | | |  | |  | | |  | | |
|  | |  | | |
| **Training – Professional or Vocational** | | | | | | | | | | | | |
| Dates  From To | | | | | Type of Training | Subjects Studied | | | College / Company | | Qualification Gained | |
|  | | |  | |  |  | |  | | |  | |
|  | | | |  |  |  | | |  | |  | |

| **Employment Record**  Please give details of all posts held since leaving full-time education giving the most recent first. Please give reasons for any gaps in employment. (Continue on a separate sheet, if necessary.) | | | |
| --- | --- | --- | --- |
| Dates  From To | Employer | Title and details of post held | Reason for leaving |
|  |  |  |  |

**Relevant Experience, Skills, Knowledge and Personal Qualities**

### ESSENTIAL CRITERIA

Please refer to the Person Specification when completing this part of the application form. In this section you are asked to outline how your experience, knowledge, skills and qualities meet the competencies required for this role (as outlined in the Person Specification). Please use examples from your experience, including details of the skills and experience you have gained through paid employment and other activities outside work that are relevant to your application for this post.

1. Please indicate your experience of working with people with a range of priority needs.

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| --- |

1. What issues do you perceive people face when trying to live independently and maintain their tenancies?

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| --- |

1. Please tell us about your experience of working in a support role, providing advice, assistance and advocacy services to individuals.

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4. Please tell us about your ability to work both as part of a team and on your own initiative.

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5. Any other relevant information?

|  |
| --- |

Are you available to work unsocial hours? Yes/No

Do you have access to a car and hold a clean driving licence? Yes/No

Are you committed to working within an equal opportunities framework? Yes/No

Are you committed to the Aims and Purposes of the YMCA? Yes/No

**References**

Please provide the names of two people who can provide a reference – one of whom should preferably be your present / most recent employer:

| Name: | Name: |
| --- | --- |
| Address: | Address: |
| Tel No: | Tel No: |
| Email: | Email: |
| Occupation / Job Title: | Occupation / Job Title: |
|  I give permission to take up this reference prior to an offer of employment being made. |  I give permission to take up this reference prior to an offer of employment being made. |

**Declaration**

**NOTE** The employer reserves the right to interview only candidates who meet the specified criteria. Short-listing will be based only on the information supplied by the candidate on this application form.

**WARNING** An employee found to have knowingly given false or inaccurate information, or to have wilfully failed to disclose any relevant fact, will be dismissed.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_